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## Grand Rapids Public Schools Board of Education and Grand Rapids Education Association (1982)

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## **Grand Rapids Public Schools Board of Education and Grand Rapids Education Association (1982)**

### **Keywords**

collective labor agreements, collective bargaining agreements, labor contracts, labor unions, United States Department of Labor, Bureau of Labor Statistics

### **Comments**

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# AGREEMENT

between the

**Board of Education**

of the

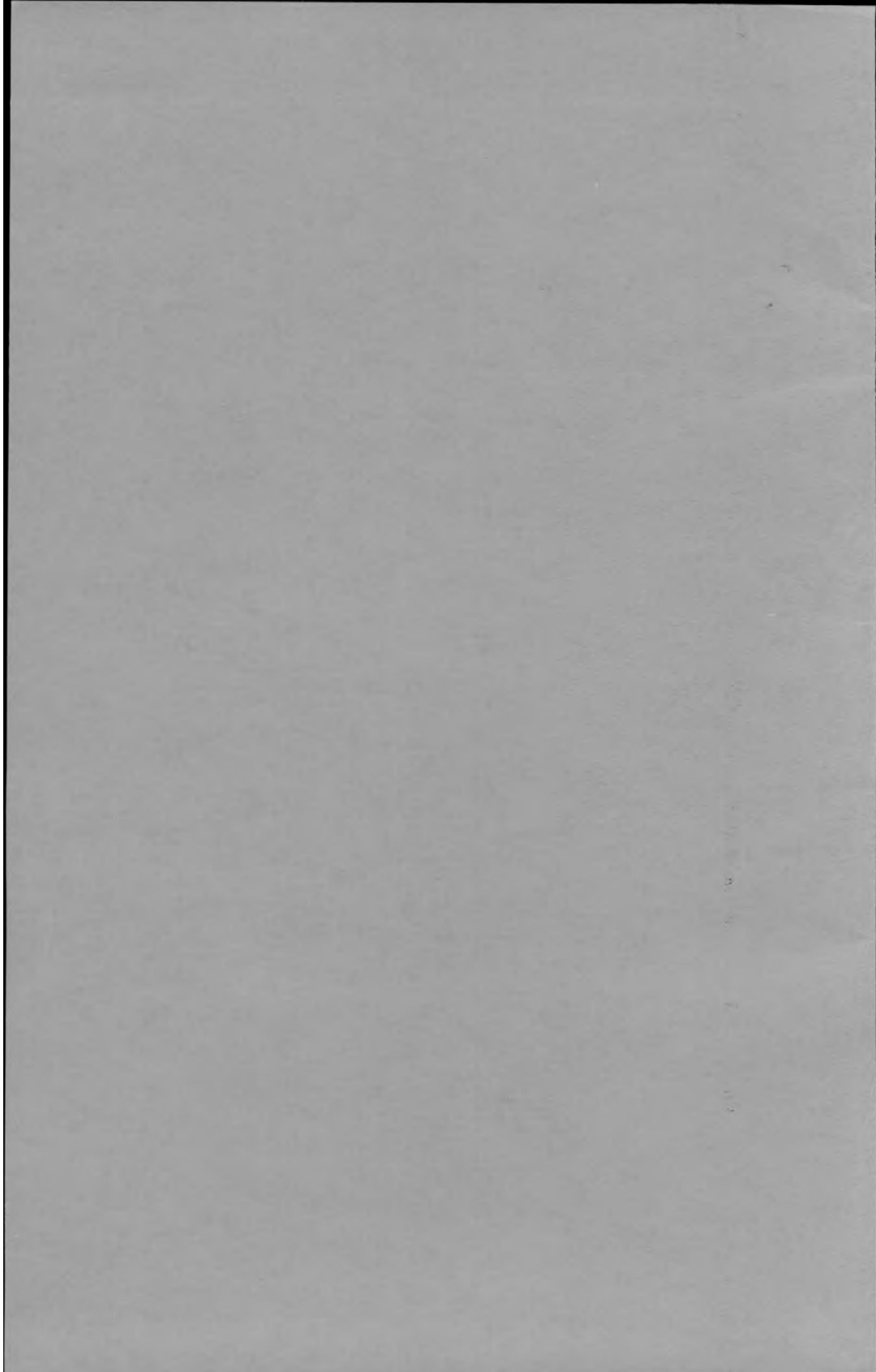
**Grand Rapids  
Public Schools**

and the

**Grand Rapids  
Education  
Association**

**1982-1984**

Official Copy  
February 15, 1983  
X 8/84



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# PREAMBLE

The Board and Association recognize their mutual obligations pursuant to ACT 379 of the Public Acts of 1965 to bargain collectively with respect to hours, wages and terms and conditions of employment. Both parties have entered into and conducted extended and good faith negotiations in which each party has had the right and opportunity to make demands and proposals with regard to all bargainable subjects. Agreement has been reached between the parties hereto including formal ratification of the terms hereof by the governing body of the Board and by the employees represented by the Association.

This collective bargaining agreement entered into the 3rd day of November, 1982 by and between the BOARD OF EDUCATION OF THE GRAND RAPIDS PUBLIC SCHOOLS, a school district of the second class herein-after referred to as the "BOARD", and the GRAND RAPIDS EDUCATION ASSOCIATION, an unincorporated association referred to as the "ASSOCIATION."

## ARTICLE I

### RECOGNITION

#### A. Recognition

1. The Board recognizes the Association as the exclusive bargaining representative for each professional employee (hereinafter referred to as employee) who is employed by the Board in any of the following positions:
  - a. Elementary & Secondary
    - (1.) Classroom Teacher
    - (2.) Consultant
      - Art
      - CIP
      - EIP
      - SEIP
      - Math
      - Music
      - Science
      - Foreign Language
      - Physical Education
    - (3.) Coordinator
      - Office Practice
      - Special Ed. Job
      - Work Training Program
      - Sec. Retail Practice
      - Sec. Trade & Ind.
      - Youth Employment
    - (4.) Elementary
      - Team Leader
      - Reading Teacher
      - Early Childhood
    - (5.) Grade Director
      - Seventh
      - Eighth
      - Seventh & Eighth
    - (6.) Program
      - Driver Education
      - In-Service Participant
      - Summer School Program
    - (7.) Secondary
      - Counselor
      - Head Counselor
      - Dept. Head
      - Librarian Dir.
  - b. Special Education
    - (1.) Classroom Teacher
    - (2.) Orient. & Mobility Spec.
    - (3.) Audiologist
    - (4.) Teacher Consultant
    - (5.) Social Worker
    - (6.) Speech Pathologist
    - (7.) Therapist
      - Music
      - Occupational
      - Physical
      - Recreational
    - (8.) Parent Liaison
    - (9.) Parent Consultant
  - c. Other
    - (1.) Nurse
    - (2.) Unassigned Classrm. Tea.
    - (3.) Media Consultant
  - d. Community Education Programs
    - (1.) High School Completion
    - (2.) Adult Basic Education
    - (3.) Positions
      - Teacher
      - Academic Advisor
      - Lead Teacher
      - Curriculum Consultant
      - Teacher Coordinator
      - Special Ed. Personnel
      - (as defined in b. above)

Any person on leave of absence from the above listed positions (hereinafter called "employee") excluding all supervisory and executive personnel.

2. All other positions of the Grand Rapids Public Schools are excluded.
3. Nothing contained herein shall prevent the Board from modifying, revising, combining or eliminating any position in this Article pursuant to the conditions of this Agreement.
4. Any new position created during the life of this Agreement will be added to the unit providing it is similar to any position heretofore recognized.
5. Any person who is not an "employee", and who is appointed to conduct the duties of any position listed in Appendix C,



(Sections B, C, D and E) shall not be a member of this unit.

6. Any person assigned to a position listed in A.1. above for seven (7) or less hours per week shall not be a member of this unit.

#### B. OTHER ORGANIZATIONS

The Board will not negotiate with any other employees' organization other than the Association for the duration of this Agreement with respect to the wages, hours and working conditions of employees included in the bargaining unit.

### ARTICLE II

#### PAYROLL DEDUCTIONS

##### A. ASSOCIATION DUES

1. On or before October 15 of each year, any employee may sign and deliver to the Board an authorization (the form and administrative procedures thereof to be approved by the Board) for payroll deductions of Association membership dues and PAC contributions. Such sums shall be deducted in approximately equal amounts each payday from the regular salaries of all such employees during the remaining pay periods. All other employees who have previously signed an authorization form shall have deducted from their salary Association membership dues and PAC contributions beginning the second pay check of the school year providing the Board's Assistant Superintendent of Business Affairs received from the GREA or its designee the continuing membership list on or before September 1 of that year.
2. Authorization to deduct such dues and PAC contributions for ensuing school years shall continue in effect unless revoked by the employee, in writing, by July 1 of each year. Notice of such cancellation must be sent to the Board's Assistant Superintendent of Business Affairs with a copy to the GREA.
3. The GREA will notify the Board's Assistant Superintendent of Business Affairs prior to July 1 as to the amount of dues to be deducted from each employee in A.1. and A.2. of this Article.
4. Any amount deducted from employees' salaries as Association dues shall be remitted monthly to the GREA by the Board's Office according to its rules and regulations.

##### B. OTHER DEDUCTIONS

Payroll deductions will also be available to the employees on a mutually agreed basis for the Grand Rapids Teacher Credit Union, for the purchase of United States Savings Bonds, for the United Community Fund and for insurance premiums.

##### C. AUTO INSURANCE

The Board agrees to deduct upon receiving individual authorization from the employee, auto insurance premiums for group auto insurance which includes the carrier selected by the M.E.A. and other companies which the Board approves. It is specifically understood that the auto premiums are not to be paid by the Board. Such deductions shall be in even amounts from each payroll.

D. ANNUITY PROGRAM

The parties agree that the annuity programs approved by the Board shall be available to each employee.

E. SAVE HARMLESS

The Board shall not be liable for any errors or losses in the administration of this Article unless it's shown that the Board was negligent in the care and handling of the monies involved.

F. ASSOCIATION SECURITY

1. All employees in the bargaining unit who are regularly employed to work at least eight (8) hours or more per week shall either become and remain members in good standing of the Association or pay the Association a financial responsibility fee in an amount equal to the regular professional dues of the Association (including those of the M.E.A. and N.E.A.).
2. The Board will deduct professional dues or the financial responsibility fee by payroll deduction from the salary of any employee who authorized such deduction, in writing, in accordance with the provisions of Article II, Section A.
3. All financial responsibility fees deducted monthly by the Board shall be remitted as soon as practicable to the GREA.
4. In the event an employee shall not pay the financial responsibility fee or regular professional dues directly to the Association or authorize payment through payroll deductions, the Board shall take steps to cause the termination of such employee in the manner provided below. The parties expressly recognize that failure of any employee to comply with the provisions of this Article is just and reasonable cause for discharge from employment since the establishment of said financial responsibility fee is herewith deemed to be the sum required to insure that non-members pay their proportionate share of the cost of obtaining and administering the benefits to be received hereunder.
5. The procedure to be followed in cases of discharge for violation of this Association Security provision shall be as follows:
  - a. The Association shall notify the employee of non-compliance therewith by certified mail, return receipt requested. Said notice shall detail the non-compliance and shall provide ten (10) days for compliance and shall further advise such employee that a request for discharge may be filed with the Board in the event that compliance is not effected.
  - b. If the employee fails to comply, the Association may file charges, in writing, with the Board and may request termination of the employee's employment. A copy of the notice of non-compliance and proof of service shall be attached to said charges.
  - c. The Board, upon receipt of said charge and request for termination, shall conduct a hearing thereon. To the extent said employee is protected by the provisions of the Michigan Teacher Tenure Act, all proceedings shall be

in accordance with said Act. In the event of compliance at any time prior to discharge, charges may be withdrawn. The Association, in the processing of charges, agrees not to discriminate between or among various persons who may have refused to pay the professional dues and/ or financial responsibility fees.

- d. The employment of any person whose employment is terminated shall be continued in normal function until the end of the semester following dismissal action by the Board.
6. Employees who elect to pay a financial responsibility fee in lieu of joining the Association shall be afforded the same liability insurance coverage as is afforded the Association members and shall be afforded the same representation rights as are extended to Association members.
7. In the event of any action against the Board brought in a court or administrative agency because of its compliance with this Article, the Association agrees that in any action so defended, it will indemnify and hold harmless the Board from any liability for damages and costs imposed by a final judgment of a court or administrative agency as a direct consequence of the Board compliance with this Article, except for costs which may be caused by the Board's negligence.

### ARTICLE III

#### ASSOCIATION RIGHTS

##### A. BOARD MEETINGS

The Association shall be notified of all special Board meetings called by the Board to conduct business. The time, date and place of special meetings shall be given to the Association by telephone and/or written communication at approximately the same time and date that the Board members are notified.

##### B. BOARD COMMITTEES

The Association shall be notified by telephone or written communication of regular Board committee meetings as to time, date and place. The Association shall have an opportunity to make reports and/or recommendations at such meetings.

##### C. BOARD AGENDA

The Association shall be recognized as a part of Section V. of the Agenda of all regular Board meetings.

##### D. BUILDINGS AND EQUIPMENT

The Association shall have the right to use building facilities and equipment at reasonable times and hours for employees. Such use will be scheduled through the building administrator. The Association may post Association notices on the bulletin board designated for Association use. The inter-school mail service may be used by the Association including regular delivery to the Association office.

##### E. EXECUTIVE DIRECTORS

The Association Executive Directors may have access to school facilities during normal school hours. The initial contact in

such building shall be with the school office to announce his/her presence. The Executive Directors' activity shall not interfere with the instructional program.

F. FACULTY MEETINGS

Upon the conclusion of the administration portion of any regular faculty meetings, the Association may make announcements.

G. RECORDS

The Board shall make available to the Association, for inspection, pertinent personnel records of the employees represented by the Association (excluding personal record file unless so authorized, in writing, by the employee involved) at the written request of the Association from the files at the Board's main offices, 143 Bostwick NE. Such records will be made available at the Board's main offices and will not be removed from said offices.

H. BUILDING/UNIT COUNCIL

1. There may be in every building or unit an organization of the building/unit staff known as the building/unit council.
2. The primary function of the building/unit council shall be an effort by the total staff to promote an efficient, orderly, harmonious building or unit operation. The building/unit council shall be the communication vehicle between the staff and the building or unit administrator. This council shall consider matters of concern within the building or unit and make appropriate recommendations to the building/unit administrative staff. To effectuate this goal, the building/unit council chairperson shall have the opportunity, on a regularly scheduled basis, to confer with the building/unit administrator.
3. Employees, administrators and paraprofessionals in the building or unit are eligible for membership.
4. The chairperson of the building/unit council is to be elected from the employees of that building or unit.
5. The building/unit council may conduct activities and be responsible for functions under the following guidelines:
  - a. In the event of an individual or group concern, an attempt must first be made at resolution with the building/unit council chairperson and/or the building or unit administrator. The GREA representative and/or Board representative may be requested by either party to be in attendance at such meetings.
  - b. The building or unit administrator must be apprised of all items to be discussed at any building/unit council meeting. An opportunity to resolve all items to mutual satisfaction prior to the building/unit council meeting must also be provided the building or unit administrator.
  - c. If the concern has progressed through the aforementioned guidelines without satisfactory resolution, the building/unit council chairperson may request a total building/unit council meeting and the building or unit administrator shall effectuate the building/unit council meeting to be chaired by the building/ unit council chairperson.

- d. The building/unit council shall also serve as the communication vehicle to the Instructional and/or Executive Council or to any administrator provided the possible resolution of the concern is under the authority of such administrator. The building or unit administrator shall be informed prior to any such action.

#### ARTICLE IV

##### EMPLOYEE RIGHTS AND RESPONSIBILITIES

###### A. RIGHT TO ORGANIZE

Pursuant to Act 379 of the Public Acts of 1965, the Board hereby agrees that each employee shall have the right to organize, join and support the Association for the purpose of engaging in collective bargaining. As a duly elected body exercising governmental power under cover of the law of the State of Michigan, the Board undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any employee in the employment of any rights conferred by Act 379 or the laws of Michigan. The Board shall not discriminate against any employee with respect to hours, wages or any terms or conditions of employment by reason of membership in the Association, participation in any activities in the Association or collective bargaining with the Board, or institution of a grievance, complaint or proceeding under this Agreement (or otherwise) with respect to any terms or conditions of employment.

###### B. VENDING MACHINES

Vending machines may be installed in employees' lounges or in other areas which are restricted to the staff. Administration of the machine, product and proceeds shall be the duty of the Building Council. Any cost connected with such machines shall be borne by the Building Council.

###### C. STUDENT ACCESS

1. Students shall be admitted into the building at a time set by the building administrator. Employees shall not have a direct responsibility for children in the building prior to the employee's assigned time responsibility. Each employee may permit children in his/her room prior to his/her assigned time responsibility and will be directly responsible for the children and the contents of such room. If an employee wishes, he/she may secure his/her room when it is not in use. The room may be opened at night and if so, shall be resecured by the custodial staff before the children arrive in the morning.
2. Each Building Council shall develop, when necessary, procedures for supervising students when, due to inclement weather and/or other emergencies, they are admitted into the building prior to the time employees are required to be at their respective place of teaching assignment. The procedures shall include, but not be limited to the following guidelines:
  - a. A minimum number of employees shall be required to supervise students at any given time.
  - b. Students will be admitted into the building prior to the regular time only when inclement weather and/or other emergency conditions exist.
  - c. The supervision shall take place within the limits set forth in Article XII, Section I., of this Agreement.

3. Each Building/Unit Council may request the Executive Council to review the building procedures.

D. DISTRICT MERGING

In the event that the Grand Rapids School District is combined with one (1) or more school districts, the Board shall use its best efforts to assure the continued employment of its employees in such consolidated district, and to the fullest extent permitted by law, contractual agreements with individual teachers shall be binding.

E. ANNEXATION OF ANOTHER CITY

In the event that other school districts shall become attached to the Grand Rapids district, employees who have acquired tenure in the annexed districts shall be given tenure by the Board. Further, the Board shall, immediately upon annexation, adjust the wages, hours, and other conditions of professional employment of employees in the annexed districts to conform to the terms and conditions of this Agreement.

F. COPYRIGHT

Any materials prepared by the employee in the course of his/her instruction become the property of the Board for use in this school system. However, no syndication or sale of this material may be made without the express release of the creator and the Board. The development of material by committee in which there is no one or few single creators shall be exempt from this requirement.

G. EVALUATION

Definition of terms used in section on "Evaluation":

Evaluation - A formal written record, signed by the principal and employee, that is placed in the employee's personnel file.

Observation - A class visitation for the purpose of gathering information.

1. The building administrator or immediate supervisor shall present a copy of the current Evaluation of Teaching Performance form and/or Progressive Evaluation Process (P.E.P.) to each employee new to the Grand Rapids school system and shall make it available upon request to those presently employed. P.E.P. will be utilized as a segment of the total evaluation procedure, unless the employee and the evaluator mutually agree to use another form. The procedure outlined in the P.E.P. manual will be followed in all evaluations.
2. The evaluation of the performance of each employee in the school system is the responsibility of the administration. In such evaluations, all monitoring or observations of employees shall be conducted openly and with the knowledge of the employee. No electronic device shall be used during the evaluation process without consent of the employee.
3. The performance of all employees shall be evaluated, in writing, as follows:
  - a. A formal evaluation period of each employee to be evaluated will begin with a conference between the employee and administrator no later than the fourth (4th) Friday

of the school year except Community Education shall begin not later than the sixth (6th) Friday of the school year.

- b. A follow-up conference between the employee and administrator will be held no later than the seventh (7th) Friday of the school year for regular pre K-12 employees and the ninth (9th) - Friday of the school year for Community Education employees to finalize suggestions coming out of the first conference and agree on the initial performance objectives written by the employee:

and

1. Review the resources which are available to the employee and determine the assistance the administration will provide to help the employee improve.
  2. Review the time schedule for the completion of the formal evaluation.
- c. The administrator must observe the employee at least once before Christmas recess. The results must be recorded on the classroom visitation form, reviewed with the employee no more than ten (10) work days after the observation, and placed on the interim report form.
  - d. The administrator must observe the employee at least once after the interim report and before the final evaluation. Observation results must be recorded on the classroom visitation form and reviewed with the employee.
  - e. The final P.E.P. observation shall be completed no later than the first Monday in May. The final written evaluation for the employee's work year shall be completed by the third Monday in May.
  - f. Identified areas of weakness in the performance of an employee will be discussed with the employee. The employee will be provided with a written copy of the identified areas of weakness along with the recommended steps for improvement. Within fifteen (15) work days following receipt of written recommendations the employee will submit a written report that identifies specific steps taken in response to the administrative recommendations.
  - g. Tenure employees shall be evaluated on an Evaluation of Teaching Performance form not less than once per three (3) school years based, in part, on classroom observations as stated in 3.a. above.
  - h. Each physical therapist and occupational therapist shall be evaluated by his/her immediate supervisor. Should the therapist receive an unsatisfactory interim evaluation an individual certified within the employee's area of specialization will be used for consultant purposes to offer insight into the therapist's unique area of certification.
  - i. Test results of academic progress of students shall not be used as evaluative of the overall quality of an employee's service or fitness of retention.

4. Three (3) copies of the completed Evaluation of Teaching Performance form shall be shown to the employee for information and review. The employee shall, after and upon completion of joint review, sign all copies of the evaluation and shall check one (1) of the two (2) appropriate boxes signifying agreement or disagreement with the evaluation and shall return all copies to his/her principal or supervisor. The principal or supervisor shall keep at least one (1) copy on file in the building for future reference by the employee and/or administration during the tenure of an employee in that building. In the event the employee does not agree with the evaluation, the objection may be placed in writing in the space provided on the form within forty-eight (48) hours.
5. Prior to his/her dismissal, the employee shall be notified, in writing, stating the reasons for recommendation of such dismissal.
6. Each employee shall have the right, upon request, to review those contents of his/her own personnel folder, on file at the Board's main offices, which pertain to or are the result of any evaluation completed since the beginning date of his/her employment in the Grand Rapids Public School System. Such records shall be made available in the office where such records are filed and shall not be moved from said office.
7. Failure to comply with the above-prescribed format, including the timelines in P.E.P., may result in the employee filing a grievance and processing it through the grievance procedure.
8. The development of the Evaluation of Teaching Performance form(s) shall be the responsibility of the Executive Council. If the Executive Council cannot reach an agreement on the evaluation form(s), the Superintendent shall make the final decision. The evaluation form(s) developed in the procedure described above shall be the primary evaluation form(s) used for evaluating employees.
9. There may be an out of sequence evaluation utilizing the following procedures:
  - a) The evaluation process for new hires, late recalls, and/or transfers may begin at a time other than indicated in 3.a. above provided such change occurred after the 4th or 6th Friday of the school year as provided in 3.a. above.
  - b) Such process will begin within ten (10) working days of reporting to assignment with a conference between the employee and the supervisor.
  - c) Within twenty (20) working days of reporting to assignment the supervisor will furnish the employee with the timelines for the out of sequence evaluation.
  - d) Each employee who is to be evaluated will be observed and classroom visitation forms used at least once prior to Spring break and once after Spring break.
  - e) The timelines as outlined in 3.e. and 3.f. above shall be observed.
  - f) No tenure teacher shall be dismissed due to an unsatisfactory evaluation under the provisions of this sub section (9), unless the evaluation has commenced on or before January 9 of the year in which dismissal recommendation is made.



#### H. NON-MICHIGAN TENURE ACT EMPLOYEES

1. Each employee(s) who is not covered or will not become eligible to be covered by the Michigan Tenure Act shall be placed on probation for the first two (2) years of his/her employment with the Board. A third year of probation may be granted by the Board.
2. After completion of the probationary period, the employee(s) who is not eligible to be covered by the Tenure Act shall not be disciplined by being reduced in compensation or terminated without just cause.

#### I. PROFESSIONAL BEHAVIOR

1. The Association recognizes that abuses of sick leave or other leaves, chronic tardiness or absence, willful deficiencies in professional performance or other violations of professional behavior reflect adversely upon the teaching profession. The Association will use its best efforts to correct breaches of professional behavior by any employee.
2. It is further recognized by the employee that if, after warnings in writing by the administrator (copies to be retained by the administrator), such practices continue, the Board may institute proceedings against said employee which may result in that employee's dismissal.
3. An employee's primary responsibility is the classroom or regular facility in which his/her basic assignment occurs. However, as an employee of the Board, the employee also has student supervision responsibilities throughout the building and grounds during regular school hours at the place of employment and the responsibility to comply with city-wide functions as assigned by his/her supervisor in accordance with this Agreement.

#### J. ACADEMIC FREEDOM

1. The parties seek to educate people in the democratic tradition, to foster a recognition of individual freedom and social responsibility, to inspire meaningful awareness of and respect for the Constitution and the Bill of Rights and to instill appreciation of the values of individual personality. It is recognized that these democratic values can best be transmitted in an atmosphere which is free from censorship and artificial restraints upon free inquiry and learning and in which academic freedom for employees and students is encouraged, except that:
  - a. The employee must be acting within accepted and/or adopted curriculum and courses of study.
  - b. The employee must submit a written request to building principal, principal's designee or immediate supervisor to obtain written approval prior to allowing a resource speaker into the classroom provided the speaker is not on the building's or unit's "authorized speakers' list" as approved by the administration.
  - c. The employee must exercise responsibility and must realize that teaching places responsibility upon the employee to carefully consider the maturity level of the student and the circumstances that surround the teaching/learning relationship.

2. If a principal or immediate supervisor denies an employee request to invite a resource speaker into his/her classroom, the employee may appeal the decision to a committee composed of one (1) Board representative and one (1) Association representative. The committee shall make a recommendation to the principal concerning their decision.
3. Any employee accused of the improper use of academic freedom may be dismissed only after proof of alleged impropriety has been provided. Any allegation found to be untrue shall be completely removed from the employee's record and any changes that may have been made in that employee's status shall be immediately restored.

K. TENURE ACT

As stated in the Michigan Teacher Tenure Act, no employee shall terminate his/her services with the Board during the current school year except by mutual agreement.

L. PREPARATION SPACE

During an employee's preparation period, a space shall be provided in which to carry on his/her preparatory classroom function.

M. TELEPHONE FACILITIES

1. A telephone shall be made available for professional use in all school buildings and units (see Building/Unit Council, Article III, Section H.) Such phone shall be placed in a location conducive to private conversation.
2. The administration shall assess the need for an additional line and/or phone upon the request of the Building or Unit Council of a given school.
3. This section is subject to the grievance procedure through Level Two.

ARTICLE V

BOARD OF EDUCATION RIGHTS

A. RESPONSIBILITIES

The Board, on its own behalf and on behalf of the electors of the school district, hereby retains and reserves unto itself, without limitations, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan and/or the United States.

B. AUTHORITY

The Association recognizes that the Board is legally responsible for the operation of the entire school system within the boundaries of the Grand Rapids Public Schools and that the Board has the necessary authority to discharge all of its responsibilities subject to laws above-mentioned and to the provisions of this Agreement.

C. ADMINISTRATIVE STAFF

In meeting such responsibilities, the Board acts through its administrative staff. Such responsibilities include, without being limited to, the establishment of education policies; the

construction, acquisition and maintenance of school buildings and equipment; the hiring, transfer, assignment, supervision, discipline, promotion and termination of employees, and the establishment and revision of Rules and Regulations governing and pertaining to work and conduct of its employees. The Board and administrative staff shall be free to exercise all of its managerial rights and authority to the extent permitted by law, provided, however, that no actions shall violate any of the express terms of this Agreement and no rules or regulations shall be adopted or revised which violate the express terms of this Agreement.

## ARTICLE VI

### NEGOTIATIONS PROCEDURE

#### A. SUBSEQUENT YEARS

Renegotiation of this Agreement for the subsequent years shall be commenced not later than March 1 of the calendar year in which this Agreement expires. Such negotiation shall include, but not be limited to, the subjects covered by this Agreement and any other matters mutually agreed to be negotiable by the parties. Any agreement shall be reduced to writing and signed by the Board and the Association.

#### B. ASSOCIATION NEGOTIATORS

The Board agrees that Association members, a maximum of seven (7) employees, engaged during the school day in official new contract negotiations on behalf of the Association with the Board during the term of this Agreement, shall be entitled to released time without loss of salary, provided the Association agrees to meet for purposes of negotiations on off-duty time at least to the same extent as on released time.

#### C. RECORDS AND INFORMATION

During negotiations or for the purpose of assisting the Association in developing accurate, informed and constructive proposals concerning the rates of pay, wages, hours of work and other conditions of employment for employees, the Board shall provide the Association with documents related to financial resources, budgetary requirements and allocation and any other related information which is presented to any regular and/or special meetings called by the Board to conduct official business or to any other governmental body.

#### D. IMPASSE

If the negotiations described in Section A. above have reached an impasse, the procedure described in Act 379 of the Michigan Public Acts of 1965 will be followed.

#### E. TOTALITY OF AGREEMENT

This Agreement incorporates the Agreement reached by the parties on all agreed issues which were subjects of negotiation. During the term of this Agreement, neither party will be required to negotiate with respect to any such matter whether or not covered by this Agreement and whether or not within the knowledge of contemplation of either or both parties at the time they negotiated or signed this Agreement.

#### F. MUTUAL CONSENT

This Agreement may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties, in writing and signed by both parties as an amendment to this Agreement.

## ARTICLE VII

### JOINT COUNCILS

#### A. INSTRUCTIONAL COUNCIL

1. The Board and the Association hereby create a council known as the Instructional Council whose responsibility shall be to initiate and recommend those policies which affect and determine the instructional program. The members of the Council shall establish criteria for judgment of programs.
2. The Council shall be composed of seven (7) highly qualified employees to work with seven (7) highly qualified administrators. The seven (7) employee members shall be appointed annually by the Association and the administrators shall be appointed by the Superintendent. The chairperson shall also be an ex-officio member of the Staff Development Council.
3. The Board and administrative staff will not initially implement instructional policies without seeking the recommendation of the Instructional Council prior to implementation.
4. The Council shall meet on a regularly scheduled basis as determined by the Council. Classroom substitutes for employees where needed will be provided by the Board.
5. The Council may consult with members of the community, students and subject area specialists; and shall have the responsibility to appoint subcommittees and develop recommendation of policies which will lead to improvement of instruction.
6. The subcommittees shall meet as directed by the Council and shall make regular reports of their findings to the Council.
7. The Council shall be the only agency to speak in behalf of the total teaching staff of the school system on instructional matters.
8. The Instructional Council shall appoint a committee to annually review the testing program and make recommendations to the Instructional Council. The recommendations shall include, but not be limited to, the adequacy and appropriateness of the tests given.
9. All necessary expenses for staff and clerical assistance as determined by the Council to carry out its responsibilities shall be provided by the Board.

#### B. STAFF-DEVELOPMENT COUNCIL

1. A Staff Development Council shall be formed.
2. The Staff Development Council shall be composed of five (5) employees appointed annually by the Association and five (5) persons appointed annually by the Board.
3. The Chairperson of the Staff Development Council shall alternate yearly between the two (2) parties. The chairperson shall also be an ex-officio member of the Instructional Council.
4. The Board and administrative staff will not initially implement city-wide staff development or staff development policies without seeking the recommendation of the Staff Development Council. For this purpose city-wide staff development

means either all employees, all Elementary, all Secondary, all Special Education, or all Community Education. This recommendation shall be made to the Superintendent or designee.

5. The Council shall meet on a regularly scheduled basis as determined by the Council.
6. The Council may assume, but not be limited to, responsibilities in the following staff development areas:
  - a. Surveying staff needs and interests
  - b. Planning for future staff development programs
  - c. Reviewing existing and proposed programs
  - d. Evaluating completed programs
  - e. Disseminating information on available programs and funding sources
  - f. Encouraging staff attendance at various staff development functions
7. All necessary expenses for clerical assistance needed by the Council to carry out its responsibilities shall be provided by the Board.

#### C. EXECUTIVE COUNCIL

Meetings will be scheduled as needed between members of administrative representatives of the Association and the Board to discuss school policies of legitimate concern to both parties. The Executive Council shall be charged with the responsibility of reviewing problems and making recommendations to the Superintendent in areas not clearly defined or adequately covered in the Master Agreement and to implement provisions of this Agreement as required.

#### D. BOARD-ASSOCIATION ADMINISTRATIVE MEETINGS

There will be meetings between the Superintendent of Schools and the Association administration upon the request of either party and scheduled by mutual agreement.

### ARTICLE VIII

#### EMPLOYMENT QUALIFICATIONS

##### A. APPLICATION

Applicants for employment in the unit shall be recruited, screened, selected and hired by the Superintendent of Schools or by the personnel staff acting on behalf of the Superintendent of Schools. A good faith effort shall be made to employ minority persons until the number of minority employees more accurately reflects the percentage of minority students enrolled by the Board.

##### B. EMPLOYEE HEALTH

1. Employees shall possess and maintain sufficient good health (physical and mental) to adequately perform their respective duties and carry their responsibilities.
2. Each employee of the Board shall obtain a Tuberculin skin test and/or chest x-ray prior to fifteen (15) days after the beginning of his/her date of employment. Such examination shall be free to each employee who reports to the designated

place and at the time and place scheduled by the Board. Each employee receiving the Tuberculin test from the Board's designee must have the test read by the designee at the time and place designated when the test was given. All other readings of the test administered by the Board designee shall be considered invalid and the test must be repeated. The results from other valid testing agencies will be accepted by the Board.

The frequency of such employee test shall be pursuant to the requirements made by the State of Michigan.

Each employee who fails to comply with this requirement shall be considered to be not qualified for employment and shall be terminated.

3. In cases where inadequate performance in the classroom is believed to be the result of physical or mental duress, the Superintendent or designee may request an employee to obtain a physical, clinical, psychological or psychiatric examination. Expenses for any such examination shall be paid in full by the Board. Failure to acknowledge such request may result in termination of employment; however, the employee may request full assistance from the Association at any time during such proceedings. Notice of a written request for any such examination shall be delivered in person by the appropriate administrator or by registered mail.

#### C. EMPLOYEE CERTIFICATION

Each new employee or employee transferred to a position requiring changed certification, who reports to work between September 1 and October 15, shall file certification materials, including transcripts and birth certificate, with the Personnel Director within forty-five (45) calendar days of date of employment.

Any such employee reporting to work after October 15 shall file such materials within thirty (30) calendar days of date of employment. In the event the employee does not comply with the above, his/her personal contract will be revoked unless such time is extended by mutual agreement between the employee and the Personnel Office provided the delay of submission of the materials is beyond the control of the employee.

#### D. PART-TIME EMPLOYEES

The Personnel Office shall give consideration to part-time employees prior to hiring new employees for full-time positions.

### ARTICLE IX

#### TRANSFERS AND VACANCIES

##### A. TRANSFER PHILOSOPHY

Since frequent transfers of employees are disturbing to the educational process and interfere with optimum employee performance, the Association and the Board agree that the transfers of employees should be minimized.

##### B. TRANSFER RELATIVE TO SENIORITY

When vacancies exist, the Board will make every effort to relocate employees at the employee's request. When the applicants are certified by the State of Michigan for the position and have met minimal requirements for the North Central Association, the applicant with the most seniority (as defined in Article X.A.)

shall be granted the transfer. (North Central requirements apply only to applicants for grades 9-12). Should additional criteria be necessary the following priority will be utilized:

1. The transfer shall be given to the person with the highest total years of service in positions represented by the GREA; if this does not break the tie then,
2. The highest number of total years of employment for the Grand Rapids Board of Education; if this does not break the tie then,
3. The highest number of years teaching in that Division (i.e., Elementary, Secondary, Special Education, Community Education) if this does not break the tie then,
4. The highest total of graduate semester hours on record in the personnel office; if this does not break the tie then,
5. The person with the satisfactory evaluation during the evaluation period immediately preceding the transfer request.

C. TRANSFER RELATIVE TO RACIAL BALANCE

Following consultation with the Association, deviations from all aspects of the transfer procedure may occur to maintain racial balance no less than the guidelines set forth in the Federal District Court Order of 1973.

D. TRANSFER PROCEDURE

1. Application for a position may be made at any time during the posting period for that position.
2. The employee must submit the transfer request to the Personnel Office.

E. VOLUNTARY TRANSFERS

1. The Personnel Office shall post all vacancies.
2. The postings shall be displayed in all buildings and a copy sent to the Association.
3. No vacancy will be permanently filled unless it has been posted for at least five (5) working days for those positions that open during the regular K-12 school year. Ten (10) days will be provided for postings outside of the regular K-12 calendar. Employees requesting consideration for each vacancy must submit their application for a posted position in writing to the Personnel Office within the posting period. The Administration will have a closed period, for Community Education, between the Friday preceding Labor Day through the sixth (6th) Friday of the school year. During this period Community Education employees will be assigned and these positions not posted.
4. All vacancies shall be filled within ten (10) working days after the close of the posting unless the Association and Board mutually agree to an exception.
5. Any vacancy occurring after Spring recess, except as provided in G.4., will be regularly filled the subsequent Fall if authorized. Assignments will be made following the regular timeline but the actual physical move will be delayed until the opening of the subsequent school year.
6. Bargaining unit members shall be eligible for no more than one (1) voluntary transfer per year.
7. When a position is defined as vacant, said position will be posted and filled through voluntary transfer as provided in E.1 through 6. If the filling of the original vacancy creates a second vacant position, that position will be

posted and filled through voluntary transfer as provided above. If the filling of the second vacancy creates a third vacant position, that position will be filled through recall, temporary contract, involuntary transfer or new hire, and that position, if authorized for the subsequent year, will be posted in the Spring. The interim placement employee shall be considered an involuntary transfer at the end of the school year.

#### F. INVOLUNTARY TRANSFERS

1. It is recognized that involuntary transfers may be necessary at any time for the following reasons:
  - a. To fill vacancies for which there are no applicants in which case the Board shall:
    1. Recall someone from the appropriate list, or
    2. Hire a new employee if there is no one on the recall list with appropriate certification, or
    3. Transfer in the person in the system with the lowest seniority and certification appropriate to the assignment.
  - b. To reduce an over-staffed building or program in which case the person(s) in the affected building or program with the lowest seniority shall be transferred out of the building or program.
  - c. To close a building or eliminate a program. (If a staff moves to a different site, it is not considered a school closing).
  - d. To maintain a racial balance in a particular building or program as set forth in the Federal District Court Order of 1973.
  - e. To resolve a personality conflict when both parties agree there is such a conflict.
2. Whenever it is recognized that an involuntary transfer is needed as a result of b. or d. above, the Personnel Office will attempt to seek volunteers to apply for posted positions.
3. Persons displaced as a result of b., c., d., or e. above shall be considered as applicants for the next vacancy for which they are certified based on the requirements of B. above.
4. Any employee involuntarily transferred because of the reduction of the number of authorized positions in a building or program and/or the elimination of a program, shall maintain the right to return to his/her previous building or program in the event a position for which he/she is certified is re-authorized prior to or during the subsequent year.
5. An employee with twelve (12) or more years seniority displaced from his/her building or program as a result of an involuntary transfer, as provided in l., b., c., or d., shall have the right to displace any other employees in the Bargaining Unit having eight (8) years or less seniority providing the involuntarily transferred employee possesses the certification appropriate to the new assignment. This provision shall take full effect unless, by displacement, twenty-five (25) percent of a particular building's and/or program's staff is affected. The eight (8) year or less employee affected by the displacement may have the choice of lateral movement within the building and/or program, or become the applicant for the next available vacancy.

#### G. VACANCY DEFINED

1. For the purpose of this Agreement a vacancy shall be defined as a position for which an employee is required and will be assigned or hired.



2. Positions vacant as a result of an approved leave under Article XVI, (F.) and Article XVII, (B. and F.), will not be considered as vacancies and may be filled by temporarily contracted persons.
3. No vacancy shall remain unposted for more than ten (10) working days.
4. Positions held by laid off employees in the Spring, shall not be deemed vacant until after July 1. Positions which are anticipated to be open as a result of first semester layoff will be posted prior to the start of the second semester.
5. Posting of elementary positions shall include building and level, posting of secondary positions shall include building and department(s); all other posting shall include building(s) or program(s) of assignment and certification required.

#### H. NOTIFICATION OF TRANSFER

1. The Association shall be informed of K-12 and Special Education transfers in a format similar to that followed with newly hired employees. Community Education transfers will be provided in a program format.
2. Said notification will be made within fifteen (15) days of the transaction.

### ARTICLE X

#### SENIORITY - LAYOFF & RECALL

##### A. SENIORITY

Seniority is defined as length of continuous service in positions represented by the Bargaining Unit (GREU).

1. Seniority begins for each employee on the day the employee reports for work as authorized, possessing the appropriate certification for the position held.
2. Employees who as a matter of law have been granted "transferred seniority" (i.e., Special Education and/or Community Education employees whose programs have been transferred from another district to Grand Rapids), shall bring with them all seniority accrued in their previous bargaining unit.
3. Any person who begins employment with the Grand Rapids Public Schools in an intern position shall not be deemed to be accruing seniority during the internship.
4. Seniority shall continue to accrue, uninterrupted, until the employee is terminated or resigns; seniority shall therefore accrue throughout both paid and unpaid leaves for the remainder of the school year in which the leave occurs and the following school year or any segment thereof. In the event the leave is of longer duration, accrual will stop (as outlined above) and begin again when the employee returns to work in a position represented by the Unit.
5. Seniority shall continue to accrue throughout layoff subject to the same limitations as in 4. above.
6. If the employee disrupts seniority in the Bargaining Unit to accept another position with the Grand Rapids Public Schools, the employee shall be entitled, upon returning to the Bargaining Unit, to count his/her previous seniority within the Unit.
7. Employees working less than full-time shall accrue seniority in the same manner as full-time employees.
8. Employees working more than the regular year (230 day program for example) shall accrue seniority in the same manner as regular year employees.
9. Employees added to the Bargaining Unit as a result of changes made in Article II of the 1982-84 Master Agreement shall have a seniority date no earlier than September 7, 1982.

## B. LAYOFF

In the event it becomes necessary through layoff to reduce the number of employees within the Elementary, Secondary, Special Education and Community Education divisions, the proposed reductions shall be discussed with the Association prior to implementation.

1. The Board shall layoff across divisions (i.e., Elementary, Secondary, Special Education and Community Education) to a point in time.
2. Any layoff pursuant to this Agreement shall automatically terminate the individual's employment contract and all Board paid benefits allowed therein. Upon recall, the individual's employment contract and all benefits under this Master Agreement shall be reinstated in full.
3. The Board shall give no less than thirty (30) days' notice to the employee being laid off. Employees may only be laid off at the end of any semester.
4. In conjunction with Article XXI, Section A.1., it is intended that this Article takes precedence over and governs the individual contracts, and the individual contract is expressly conditioned upon this Article.
5. Seniority shall continue to accrue through layoff subject only to limitations of A.4. above.

## C. RECALL

The Board will establish in each division a recall in inverse order of layoff. The Board will make every effort to relocate each laid off employee at the employee's request.

1. The Board will adjust the order of recall to maintain a racial balance no less than the highest percentage of racial minority employees existing prior to layoff. The parties agree that in no event shall a layoff result in a lessening of the percentage of minority employees.
2. All employees laid off shall be placed on one or more recall lists (i.e., Elementary, Secondary, Vocational, Special Education, Bilingual/Bicultural, Community Education). Placement on the list shall be by area of current certification, position held at time of layoff and in order of continuous service in the district.
3. The assigned lists will be published and posted in buildings throughout the district. Specific distribution will be determined by mutual agreement between the Association and the Board.
4. It is the responsibility of the employee to verify the accuracy of the certification identified on the list(s) and to notify the Personnel Department, in writing, within ten (10) working days of the date appearing on the list, if he/she wants to be added to or deleted from other lists for which he/she possesses certification. Certification must be provided by the employee to the Personnel Department.
5. Following the ten (10) day period, the Personnel Department will re-publish, within ten (10) working days, the final lists. Recall will be based on these final lists unless the employee later submits verification of certification subsequently gained in other areas. At such time he/she will be added, according to seniority, to the newly appropriate recall list. Should the person added to the list, as a result of newly attained certification, have the greatest seniority on the list, said employee will be the next individual recalled but will not displace a less senior employee previously assigned.
6. When a recall is authorized the Board will notify the employee by letter. The employee must respond in writing

indicating acceptance or rejection of the position within seven (7) working days.

Employees who know they are going to be away from their regular residence for an extended period when school is not in session may leave a letter with the Personnel Department indicating intent of acceptance of a position should one be offered. This is to eliminate the necessity of formal acceptance within the prescribed time limits, but it shall expire when school resumes session.

If no response is received, the Board will attempt to reach the employee by telephone within a twenty-four (24) hour period. If the Board is unable to reach the employee, a certified letter return receipt requested, shall be sent to the employee at the last known address. It shall be the responsibility of each employee to notify the Board of any changes in address.

7. If the employee fails to notify the Board of acceptance within five (5) working days of receipt of notification or if the certified letter is unclaimed for five (5) working days, said employee (if tenured) shall be considered as requesting a voluntary leave of absence and be placed on leave for the remainder of the school year. The failure of a person so placed to request reassignment by the following March 1 shall constitute a voluntary resignation and shall thereby terminate any employment relationship with the Board. If the employee is not tenured, said employee shall be considered to have resigned. In case of extenuating circumstances, these timelines may be altered by mutual agreement between the employee and the Board.
8. Each list will be divided at the tenured probationary point. No probationary employee shall be recalled if there is any tenured person on any list certified for the position.
9. No new employees shall be hired while laid off employees exist. Exception to this shall be made only when no one on the laid off list has certification for the position.
10. An employee recalled to a position with less time than worked during the previous year shall have the right to refuse such a position without jeopardizing his/her recall rights.

#### ARTICLE XI

##### TRANSFER OF EMPLOYEE OUT OF UNIT

###### A. PURPOSE

For the purpose of this Article, a transfer out of unit shall mean a change of position from the unit to a supervisory or administrative position.

###### B. PRESENT EMPLOYEES

It is the Board's policy to transfer, when practicable, from within its present employee ranks.

###### C. APPLICATION

Any employee interested in a full-time administrative or supervisory position may file a written application with the Superintendent at any time on the forms provided by the Board.

###### D. ANNOUNCEMENT OF VACANCIES

The Board will, when practicable, publicize any administrative or supervisory vacancies via the Telestaff or during summer months, will enclose an announcement with the employee's payroll check. For all new positions, the announcements will include a general statement of the qualifications required.

## ARTICLE XII

### WORKING CONDITIONS

#### A. REFERENCE MATERIALS CENTER

The Board and the Association recognize the importance of having available teaching reference materials. In furtherance of that recognition, the Board shall continue to provide a teacher Reference Materials Center in each school. The parties, through the committees established by the Instructional Council, will confer from time to time for the purpose of selecting materials to be placed in the teacher Reference Library and Resource Center.

#### B. ROOM CONDITIONS

The Board shall continue to place where not presently available:

1. A desk for each employee with lockable drawer space;
2. closet space for employees to store coats, overshoes and personal articles;
3. storage space in each classroom for instructional materials.

#### C. TESTING AND EVALUATION

1. Upon request of the administration, employees shall be required to administer tests adopted for testing and evaluation use in the Grand Rapids Public Schools.
2. In selecting tests, preference shall be given to those tests which are machine scorable. The scoring of machine scorable tests shall be the responsibility of the administration. The scoring of the non-machine scorable tests shall be the employees' responsibility.
3. Federal and/or State of Michigan sponsored testing and evaluation programs will be conducted in accordance to their guidelines.

#### D. SAFETY CONDITIONS

When a room, building or area is judged by authorized, qualified personnel because of its conditions, including temperature, to create a health or safety hazard, the room shall be closed to employees and students until the hazard is corrected. Each employee is welcomed to submit a recommendation concerning the alleged hazard.

#### E. FLU SHOTS

Flu shots shall be provided at no expense to the employee at the times and locations scheduled by the Board.

#### F. SUPPLIES

The Board recognizes its responsibility to provide supplies and textbooks and to coordinate the ordering of supplies and materials with curriculum changes. Inadequacies of supplies, textbooks and materials should be reported to the building administrator and/or immediate supervisor.

#### G. DUPLICATING MATERIALS

The Board shall make available in each school typing, duplicating, and/or stencil and mimeograph facilities to aid employees in the preparation of instructional materials.

#### H. DEPARTMENT HEADS

Subject matter areas requiring a department head shall be determined by the Board. If authorized, the position(s) shall be filled accordingly.

1. Recommendation to the building administration of candidates for department head positions may be made by the employees in each department.
2. Department heads shall be appointed annually by the building administrator in consultation with the subject supervisor and the appropriate director. At the time the assignment is made, such assignment shall be accompanied by a written statement which shall name the employee, the assignment, responsibilities involved and the compensation to be paid. Department heads shall be appointed as follows:
  - a. Senior High Schools - English, math, science, social science, business education, industrial arts, home economics, art, music and foreign language only if the department has at least four (4) full-time equated members. Full-time equated members are calculated by dividing the number of department sections by five (5) for buildings with a six-period day and by six (6) for buildings with a seven-period day.
  - b. Middle Schools - English, math, science and social science only if the department has at least four (4) full-time equated members. Full-time equated members are calculated by dividing the number of department sections by five (5). If there are fewer in any department, math-science and/or social studies-English will be combined and a department head will be appointed for the combination even if the minimum of four (4) is not reached.
  - c. Educational Park - Humanities (social studies, language arts and foreign language), the sciences (math and science) and Fine Arts (music and art).
  - d. In no case shall department heads be appointed to other extra compensation positions when there will be a conflict of duties or responsibilities.
3. Duties
  - a. General Functions
    - 1) Supervise and coordinate departmental purchase and supply requests.
    - 2) Maintain an inventory of departmental materials including equipment and supplies as directed by the subject supervisor (inventory to be taken biannually maximum).
    - 3) Attend department head meetings as arranged by the principal and/or subject supervisor. It is agreed that department heads will spend a reasonable amount of additional after-school time for this assignment.
    - 4) Supervision of physical area condition (work orders, repair orders, climate control, etc.).
    - 5) Coordination of department multi-media instructional materials and equipment.

b. Supervisory Functions

- 1) Provide leadership in departmental curriculum studies and experimentation.
- 2) Plan and implement an in-service training program for teachers in the department at the building level and city-wide in conjunction with the supervisor and other department heads.
- 3) Interpret the curriculum to both the building staff and the school community.
- 4) Acquaint the building staff with current materials and methods.

c. Administrative Functions (Senior High only)

- 1) Coordinate department staff, facilities and scheduling of classes.
- 2) Visit departmental classrooms and provide teacher observation when released time is available. Building administrators will arrange released time for department heads as needed for the purpose of classroom visitations and teacher observations.
- 3) Interpret curriculum to feeder schools.

4. Department Head Reimbursement

- a. Senior High (for functions in 3.a., b. and c.) - Base pay of 3% of BA base plus \$50.00 times the number of full-time equated teachers in the department. Released time of one hour shall be granted for department heads if the number of equated employees is 10.0 or more. Department heads with released time shall also be required to have additional city-wide responsibilities at the discretion of department supervisors.
  - b. Middle School (for functions in 3.a. and b.) - Base pay of 2% of BA base plus \$25.00 times the number of full-time equated employees in the department.
  - c. Educational Park (for functions in 3.a. and b.) - 3% of Base pay plus \$50.00 times the number of employees in the department.
5. Any department head who is desirous of retaining the department head assignment and who is not being recommended to continue such assignment for the next year shall have the privilege to:
- a. Orally discuss this matter with the principal.
  - b. Discuss such action with the principal together with the appropriate supervisor or director.
  - c. The director's decision shall be final. That decision shall be given, in writing, to the department head.

I. HOURS AND ASSIGNMENTS

1. General

All employees recognize their contractual responsibility to attend conferences and/or meetings called by other employees, the building or unit council and/or the administration to

consider those problems related to the instructional program of their unit and/or students. Such meetings may involve a total staff or any portion thereof for such reasonable time as needed. In the event of schedule problems, the principal or immediate supervisor will assume responsibility for adjudicating the issue.

## 2. Elementary Schools

- a. Teachers shall be in the building at 8:20 a.m.
- b. The teacher shall be in his/her respective classroom ten (10) minutes before his/her first student responsibility at the beginning of the school day and be at his/her place of assignment at the beginning of the p.m. session. The teacher shall remain in his/her room ten (10) minutes after his/her last pupil responsibility.
- c. School hours for elementary students shall be as follows:  
9:00 a.m. - 11:45 a.m. and 12:25 p.m. - 3:10 p.m.
- d. School hours may vary according to transportation schedules. However, in no event shall the total time be greater than that in 2.c. above.
- e. The parties acknowledge that the full implementation of the art, physical education and music programs are the joint responsibility of the classroom teacher and the consultant. However, classroom teachers shall not be required to attend physical education, art and music classes when a consultant is in charge of the class, but shall be responsible for the curriculum follow-up.
- f. Employee Breaks
  1. Each elementary employee shall have a duty free break not to exceed 15 minutes each morning and afternoon. These breaks shall be provided following the first 45 minutes of the instructional sessions and before the 45 minutes prior to completion of the instructional sessions.
  2. Each elementary principal and employee staff will develop a plan to cover breaks on a rotating basis with all employees routinely assigned to that building. Duty assignments shall be shared equitably by all employees.
  3. If an employee has supervision responsibility during the morning session, he/she will not receive a break if released that session for art, music, or physical education. If an employee has supervision responsibility during the afternoon, he/she will not receive a break if released that session for art, music, or physical education.
  4. If a teacher on rotating duty has not received released time due to art, music, or physical education, and it is not feasible to schedule a fifteen (15) minute duty free break, he/she will be provided compensatory time or payment.
- g. Employees shall have a forty (40) minute duty-free lunch period.
- h. Elementary Preparation - An elementary teacher shall not be required to make more than ten (10) different daily preparations from the following subject areas: reading, math, English, spelling, handwriting, science and social studies. For this purpose, a preparation is defined as a planned structure for teaching children who are grouped together for instruction.

3. The hours in the middle schools, alternative schools and senior high schools shall be determined by the Board upon recommendation of the principals and their faculties, and approved through the Director of Secondary Schools and the Superintendent of Schools. The function of a classroom teacher includes scheduled instruction and/or equivalent alternate duty, preparation, homeroom and a responsibility for extra-curricular activities. Therefore, the following minimum duty time schedule for all classroom teachers in senior, alternative and middle schools shall be observed.
  - a. A classroom teacher shall be on duty a total of 1650 minutes per week for instruction and/or alternate assignment, preparation and pupil conference time.
  - b. A classroom teacher shall have and use a minimum of 225 minutes per week in a seven (7) period day and a minimum of 275 minutes per week in a six (6) period day included in a. above for preparation activities related to planning and execution of the classroom assignment.
  - c. A classroom teacher shall be on duty to execute the homeroom or alternate duty as scheduled in addition to the time in a. above.
  - d. A classroom teacher shall be in his/her building 15 minutes before his/her first responsibility and in his/her respective room 10 minutes before his/her first pupil responsibility. The teacher shall remain in his/her room 10 minutes after his/her last pupil responsibility, in the building 15 minutes after his/her last responsibility.
  - e. Upon recommendation of the building council and administrator, the Director of Secondary Schools shall determine the homeroom schedule. Homerooms may be eliminated or revised when deemed educationally desirable by the Director of Secondary Schools.
  - f. Alternate Duties - Any teacher assigned less than 1375 minutes of teaching assignment shall accept other duties (including substitute teaching) to complete the duties as outlined in I.3. Typically this duty will be classroom teaching; however, other duties such as study hall supervision, noon duty, etc., may be substituted upon mutual agreement of the principal and teacher with the approval of the Director of Secondary Schools.
  - g. Class Preparation - Teachers shall have no more than three (3) separate preparations a day with the exception of those teachers who are teaching special education classes. Nothing shall prevent any teacher upon mutual agreement of the teacher and principal, from accepting additional preparation.
4. Academic Extra Compensation and Hours
  - a. Employees who receive academic extra compensation (Appendix C, Section F.1.) shall normally work an eight and one-half (8 1/2) hour day with one (1) hour for lunch (8:00 a.m. to 4:30 p.m.). The above times may be altered by mutual agreement between the employee and his/her immediate supervisor provided the total working time does not exceed seven and one-half (7 1/2) hours.
  - b. Employees who receive academic extra compensation (Appendix C, Section F.2. and 3.) shall normally work an eight (8) hour day with one (1) hour for lunch (8:00 a.m. to 4:00 p.m.). The above times may be altered by mutual agreement between the employee and his/her immediate supervisor provided the total working time does not exceed seven (7) hours.



- c. Employees who do not receive extra compensation will work the same hours as classroom teachers with the exception of nurses, librarians, audiologists, media persons and Community Education employees. These employees shall have a normal work day of 8:00 a.m. to 4:00 p.m. with one (1) hour for lunch. These times may be altered by mutual agreement between the employee and his/her immediate supervisor providing the assignment reflects a seven (7) hour day.

#### 5. Special Education Hours

Each full time employee working in a special education facility shall work a seven (7) hour day. Within that day, five (5) hours and fifteen (15) minutes shall be instruction time. The remaining one (1) hour and forty-five (45) minutes shall be divided by the administration between duty free break(s), duty free lunch and/or preparation time. Preparation time will be on site, unless changed by mutual agreement with the immediate supervisor, and the scheduling of assignment related activities within that time will be at the discretion of the employee.

#### 6. Itinerant Employees

- a. Employees who work in two (2) or more buildings or programs shall have one supervisor.
- b. The itinerant employee shall have all matters which may result in scheduling conflicts between building and/or programs resolved by that supervisor.
- c. The itinerant employee shall, if requested, supply to the building principal(s) a weekly work schedule.
- d. The itinerant employee may be required by his/her supervisor to revise or alter his/her schedule from the hours normally worked by the classroom teachers in the building(s) he/she provides services. However, the overall length of his/her work day shall not exceed the length of the division to which he/she is assigned.

#### 7. Community Education Workload

- a. The maximum workload for Community Education employees shall not exceed thirty (30) instructional hours per week including travel time.
- b. All employees assigned to Community Education by the second Monday of August shall be given the option of a thirty-six (36) or thirty-eight (38) week contract. The thirty-eight (38) week calendar will begin ten (10) working days prior to the start of the thirty-six (36) week Community Education calendar. All employees selecting the thirty-eight (38) week option must attend a two (2) day in-service scheduled on Thursday and Friday before the contract begins. Employees will be paid for the in-service according to Appendix C.

Employees who opt for a thirty-eight (38) week contract will be involved in recruitment activities including, but not limited to, door-to-door recruitment, phone calls, letter writing, contacting agencies/industries and other recruitment duties as assigned.

All employees assigned full-time to Community Education the first week in May must notify Personnel, in writing,

by the second Friday in May if they select the thirty-eight (38) week calendar. Employees assigned to Community Education after May 1 must notify Personnel, in writing, by the second Monday in August if they select the thirty-eight (38) week calendar. Any employee not meeting these timelines shall forfeit the thirty-eight (38) week option.

8. Employee Meetings

- a. All employees may be required to attend four (4) meetings per school month. Such meetings are scheduled as follows:

First Monday - Building Staff and/or Building Council and/or building GREA

Second Monday - Building Administration

Third Monday - Building Department and/or Building Staff

Fourth Monday - Area-wide or City-wide Department or Committee

In the Community Education division, the first, second and third Monday meetings may be scheduled on any day of the week (Monday through Thursday) on which the majority of the employees of a given program or building are scheduled for work. This day shall be established by the fourth week of each semester and shall remain constant for each semester. The fourth Monday meetings for Community Education employees may occur on any day of the week of each semester and shall remain constant for the semester.

- b. All employees, unless excused by the administration, shall attend each scheduled staff meeting. Failure to attend any of the above meetings may result in a loss of 1/1000 of the BA, Step One, salary for each meeting missed.
- c. Employees acknowledge that in an emergency situation, a meeting may be called at any time.
- d. The Executive Council may alter the above schedule to allow for special needs.

9. Employee Participation in Evening Functions

The building principal or his/her designee will schedule five (5) after school or evening functions during the school year. One of these functions shall be the first P.T.A. or Open House each year. Employees not attending the above events may be penalized 1/1000 of the BA, Step One, for each function missed.

10. Travel Time

Time shall be allowed for all employees required to travel between buildings. Such travel is not to be considered part of regular released time or lunch period.

J. LUNCH PERIOD

Employees are permitted to leave their school buildings during their duty-free lunch period.

K. PARENT-EMPLOYEE CONFERENCE

1. There shall be some released time for parent-employee conferences (see Appendix A-1 and A-2).
2. Based on need as determined by the principals upon the recommendations of the individual kindergarten teacher, a substitute teacher will be provided to allow additional time for the kindergarten teacher to have parent-employee conferences.

L. JOB ASSIGNMENT

Employees shall be given written notice of their individual specific area job assignment for the forthcoming school year not later than August 15 of each year.

M. PLAN BOOK

All classroom teachers must have or provide a plan book which contains general plans for a week in advance and detailed lesson plans for one (1) day in advance. Such plan book must be available in the building at all times.

N. DRIVER EDUCATION - AFTER SCHOOL AND SUMMER

1. Qualified employees shall be selected by assignment on the basis of:
  - a. Employees wishing to be considered for a driver's education assignment must apply on or before May 20 of each year for the forthcoming summer sessions and at least ten (10) days prior to the beginning of the fall, winter and spring sessions.
  - b. Priority of employment shall be given to Grand Rapids Public Schools employees.
  - c. Experienced employees will be selected on the basis of seniority from among those applicants whose last drivers' education employee's evaluation was satisfactory. Seniority is determined by the number of sessions taught in the Grand Rapids Drivers' Education Program counting from the present back (but not to exceed four (4) calendar years) until the necessary staff is acquired.
  - d. Employees who worked at least two (2) sessions during the past school year shall be given first consideration for summer school assignments without regard to seniority.
  - e. The Board of Education may authorize a leave of absence not to exceed one (1) year. Time on leave of absence will not count towards seniority.
  - f. Employees who decline an offered assignment within the limits of his/her application and teach driver's education in another school district without an approved leave of absence will forfeit earned seniority.
2. Employees shall be given written notification of their assignments.

O. CLASS SIZE

The following is understood by the parties as realistic numbers and procedures subject to types of exceptions noted in the report

of the Instructional Council, dated March 26, 1968 and including the exception because of innovative programs.

1. The parties recognize that optimum school facilities for both students and teachers are desirable to insure the high quality of education that is the goal of both the Association and the Board. It is also acknowledged that the primary duty and responsibility of the teacher is to teach and that the organization of the school and the school day should be directed toward insuring that the energy of the teacher is primarily utilized to this end. The number of students a teacher is required to instruct may be an important aspect of an effective educational program and the parties agree that class size should meet the following guidelines except in physical education, band, vocal music, typing, study hall, experimental classes and any other large group instruction.

2. It is agreed that the following individual class sizes are desirable:

K-2 25 students

3-6 27 students

7-12 29 students

When schools are over-utilized they will be closed to transfer students as provided in Board Policy 5119.1.

3. Whenever a teacher's class size is significantly greater than the above and a teacher recognizes that the needs of the students are not being adequately met because of class size, that teacher may, after the first ten (10) days of the school year, request relief following the procedure described below:

a. The teacher shall communicate with his/her principal the relief sought and attempt to resolve the matter.

b. If, following this attempt, the problem is not resolved and it is recognized that additional assistance is necessary to meet the needs of the students, the teacher shall notify the appropriate director. The director shall immediately acknowledge receipt of the request.

c. The director shall attempt to resolve the alleged adverse conditions within five (5) working days after receipt of written request.

d. In reviewing a class size problem, the director shall consider the following:

1. Number of students in each class
2. Number of classes being taught by the teacher
3. Building average
4. Number of disadvantaged students in each class
5. Size of classroom or facility
6. Combination classes
7. Number of students mainstreamed
8. Instructional materials and equipment available
9. Nature of subject and skills taught, i.e., basic or enrichment
10. Availability of instructional support staff

e. The director shall within five (5) days report to the teacher a solution from the alternatives listed below:

1. Assignment of a professional
  2. Reassignment of student(s) to another class or facility
  3. Assignment of a teacher aide
  4. Any other mutually acceptable solution
  5. Volunteer parental assistance
  6. Purchase additional equipment
  7. Purchase additional materials
  8. Maintain the status quo
- f. In the event the decision of the director falls within items 5-8 above and the teacher is not satisfied with the decision he/she may request, in writing through the director, that a committee be established for a hearing.
- g. The director shall within five (5) working days convene a committee comprised of the following:
1. The affected teacher
  2. His/her building principal
  3. A teacher designated by the Association
  4. One other designated Administrator
- h. The committee shall consider the conditions as outlined in d.1-10 above and shall recommend to the Superintendent or designee, within five (5) working days, a solution from e.1-8.
- i. Within five (5) school days following receipt of the committee recommendation the Superintendent or designee may:
1. Implement the committee decision
  - or
  2. Implement an alternative solution from 1-7 above or other solution.
- j. Nothing shall prevent any teacher, upon mutual agreement of the teacher and principal, from accepting additional students.
4. This Section (Article XII, Section O) is excluded from the grievance procedure except in the event of any failure to observe the above procedure, the teacher may initiate a grievance, and the issue will be dealt with as a Type A grievance.

P. COMPENSATORY PAYMENTS

1. When an employee is requested by his/her immediate supervisor and agrees to work hours longer than those to which he/she is regularly obligated by this Agreement, compensatory payment or time shall be granted as determined by the immediate supervisor.
2. If compensatory payment is approved by the supervisor, the employee will be paid as applicable in Appendix C., Section G.
3. Accrual of approved time for payroll purposes will be on an hourly basis rounded to the nearest quarter hour.
4. Accrual of approved compensatory time will be on an hour for hour basis rounded to the nearest quarter hour.
5. Compensatory payments/time will not be authorized for:
  - a. Routine lesson plan development and grading of papers
  - b. Attending IEPC meetings
  - c. Parent contacts and/or parent conferences.

6. The restriction for use of compensatory time will be the same as those found in Article XVII.C.1.e.

Q. SHARED POSITION

1. Two (2) employees may agree to share one (1) full-time position with the approval of the Superintendent or designee.
2. Salary will be pro-rated to equal the percentage of contract worked.
3. Candidates for shared positions must agree to accept full-time employment in the event the other employee in the shared position terminates employment. This provision may be waived in the event an acceptable alternate is available.
4. The participating employees must agree to share a position for the duration of the school year.
5. A leave of absence without pay shall not be available to one (1) employee unless: (1) the other employee agrees to assume the position full-time, or, (2) an acceptable alternate is available, or, (3) the employee is disabled.
6. Both employees agree to participate fully in required activities such as evening functions (Article XII.1.9.) and parent-teacher conferences. One (1) of the employees will be present at all required staff meetings.
7. Both employees will be allowed insurance coverage pursuant to Article XIV, Section G.

R. SUBCONTRACTING

The duties of any bargaining unit member or the responsibilities of any position covered by this Agreement shall not be altered, increased or transferred to a person(s) not covered by this Agreement with the exceptions noted in XX A. 3.

1. It is agreed that less than full-time bargaining unit employees will be utilized only as a last resort (with the exception of those employees who voluntarily agree to job share as per Article XII), and whenever work assigned to part-time employees can be consolidated in full-time position(s) that shall be done with the exceptions of those classes covered by #2 below.
2. Work being performed outside the bargaining unit (i.e., community education employees having an assignment of seven or less hours) may continue to be performed provided, however, that the aggregate total of classes taught in the future shall not exceed the aggregate total of classes being taught as of October 1, 1981.
3. Prior to the assignment of any bargaining unit work to persons outside the unit, this work will be offered to bargaining unit members as follows:
  - a. The highest senior bargaining unit member who is underutilized (i.e., does not have what is considered a full schedule of classes) and whose schedule will permit the addition of the work.
  - b. A bargaining unit member who is appropriately certified but on layoff. The refusal of a work load less than that which the employee had at the time of layoff shall not constitute grounds for loss of recall rights.
4. No employee covered by this Agreement shall be required to perform work which has been historically reserved exclusively for other bargaining units (except for the paraprofessional unit) except in emergencies, to prevent the disruption of

instruction to students, or to preserve the health, safety and welfare of students, parents and/or professional colleagues.

5. Bargaining unit members will not be substituted for or replaced either in whole, or in part, by interns.
6. For assignments in Community Education outside the limits of the Grand Rapids School District, the Board may deviate from the requirements of #3 above with notification to the Association.

#### ARTICLE XIII

##### EMPLOYEE PROTECTION

###### A. CONTROL AND DISCIPLINE

Employees complying with Board Rules and Regulations and who are acting in the line of duty, with respect to maintenance of control and discipline in the classroom and other school activities, shall be given support and assistance by the Board. Employees recognize a mutual responsibility for the enforcement of school law, order and policies. Therefore, in all cases, the teacher shall follow the established disciplinary process. Whenever it appears to the classroom teacher that a pupil and/or pupils require the attention of special counselors, social workers, law enforcement personnel, physicians or other professional persons, a recommendation may be submitted to the administration and they shall take appropriate action.

###### B. PUPIL REMOVAL

1. A teacher may remove a pupil from class to a place designated by the administration when the grossness of the offense, the persistence of the misbehavior or the disruptive effect of the violation make continued presence of the student intolerable. In such cases, the teacher will furnish the principal or immediate supervisor with full particulars of the incident as soon as possible.
2. A teacher may recommend suspension and/or exclusion of such children from his/her classroom.

###### C. ASSAULT

If an employee, acting in the line of duty, is assaulted, the incident shall be immediately reported to the Board or its representative. The Board shall provide legal counsel to the employee in connection with handling of the incident by law enforcement and judicial authorities.

###### D. EMPLOYEE INJURY

In cases of an assault or injury inflicted by a student on an employee while he/she is acting in the line of duty as an employee of the Board, the time lost if any, by the employee shall not be charged against the employee's sick leave and the employee shall continue to be paid by the Board. When Worker's Compensation is paid, the Board shall pay the difference between that sum and the employee's regular salary, not to exceed two (2) years. Should the injury to the employee be of such nature as to cause an inability on the part of the employee to perform his/her duties beyond the above two (2) year provision, this section shall in no way waive the rights of the employee to pursue claims

for liability. During the above period of such disability, said employee shall be entitled to full applicable benefits of all employees' rights and privileges included in this Agreement.

E. STUDENT ASSAULT ON AN EMPLOYEE

In case of an assault by a student or students on an employee, while the employee is acting in the line of duty, causing damage to the employee's personal property, including clothing, the Board shall make an equitable financial settlement for such loss with the employee involved. Such loss shall be reported immediately to the building administrator.

F. AUTOMOBILE VANDALISM AND/OR THEFT

Reimbursement to employees for validated damage to personal automobile property due to vandalism and/or theft shall be made under the following conditions:

1. The employee is acting in the line of duty when such loss occurs and the automobile is parked in the designated area as assigned by the building administrator.
2. Such loss occurs during the time the employee was acting in the line of duty.
3. The employee's insurance carrier or the employee has paid the first claim, (during the duration of this Agreement under conditions 1. and 2. above) except the Board will pay the first \$100.00 or the claim, whichever is less.
4. The items damaged or stolen are attachments to and are regular accessories of the automobile. Note: Tapes and tape decks are not considered to be a regular accessory.
5. The automobile was secured (windows closed, doors locked).
6. The damage was properly reported to the police or school liaison officer and building administrator immediately after the discovery of loss.
7. The employee signs the claim form stating the damage and/or loss was, to the best of that employee's knowledge, done while he/she was acting in the line of duty and stating the location in which the auto was parked. At least two (2) estimates from reputable local businesses shall be attached. The forms will be obtained from the building principal or the immediate supervisor.

G. COMPLAINT ABOUT AN EMPLOYEE

Any complaint directed toward an employee which is to become a part of that employee's permanent personnel record and any other legitimate complaints shall promptly be called to that employee's attention.

H. REPRIMAND

1. No employee shall be disciplined, reprimanded, reduced in rank or compensation or deprived of professional benefits provided in this Agreement without just cause. Any evidence of alleged misbehavior shall be immediately deleted from an employee's personnel file if found to be untrue. Information forming the basis for the reduction of benefits provided in this Agreement will be available to the employee and the Association.



2. Prior to placing a written reprimand in the employee's official personnel file, the administrator making the reprimand shall:
  - a. Present the employee being reprimanded a copy of the reprimand.
  - b. Give the employee an opportunity to have an Association representative hear the reasons and/or conditions for such action.
  - c. Request the employee to sign the original copy which indicates the employee has had the opportunity to read the reprimand. The signature is in no way to be construed as acceptance or approval of the reprimand but is a verification that the employee is aware the reprimand is in his/her permanent file. If the employee refuses to sign the original copy, the administrator will indicate such refusal on that copy.

#### ARTICLE XIV

#### COMPENSATION AND BENEFITS

##### A. SCHOOL CALENDARS

1. The salary schedule shall be based on teaching hours and workloads as spelled out in this Agreement and shall comply with the school calendars as shown in Appendix A-1, A-2 and A-3.
2. For all positions required by the Mandatory Special Education Act, the 230 day work year shall apply.

##### B. SALARY SCHEDULES

1. The salaries of employees covered by this Agreement are set forth in Appendix B-1 and B-2.
2. The salaries for extra-curricular activities and additional assignments are as set forth in Appendix C.

##### C. PAY PERIOD

Employees shall be paid in twenty-six (26) approximately equal payments per year; one (1) every two (2) weeks beginning in September. Each employee who is terminating his/her services at the end of the school year and submits his/her resignation to the Director of Personnel or each employee who wishes to be paid in full following completion of the school year and who submits his/her request to the Director of Personnel for such pay prior to May 1 of that year, shall be paid in full no later than the last payday of the fiscal year.

##### D. EXTRA-CURRICULAR ASSIGNMENTS

1. Payment for extra-curricular assignments that commence before the regular school year shall begin with the first paycheck and be evenly distributed among the remaining pay periods.
2. Payment for extra-curricular assignments that are made at the beginning of the school year but which duties commence after the beginning of the regular school year shall begin no later

than the third paycheck and be evenly distributed among the remaining pay periods.

3. Payment for extra-curricular assignments made after the school year has started shall begin as soon as practicable and evenly distributed among the remaining pay periods.

E. SUBSTITUTE TEACHING

Teachers who are requested by the principal and agree to substitute during their preparation period will receive compensation at the rate provided in Appendix C., Item G., or shall accrue compensatory time as outlined in Article XII, Section P.

F. RATE OF PAY FOR WEEKS WORKED BEYOND REGULAR SCHOOL YEAR

Any employee requested by the administration to work in his/her regular assignment before the school year or during the school year vacation periods or beyond the school year shall be compensated at the rate of two (2) percent of their regular school year salary per one (1) full week (5 days) of work.

G. INSURANCE BENEFITS

1. General Provisions Related To Insurance Coverage

- a. Employees on unpaid leaves as well as employees on layoff shall be allowed to continue insurance benefits at the group rate on a self pay basis, pre-paid to the Board, to the extent allowed by the insurance carriers. If an employee elects to continue his/her insurance coverage through layoff or leave, he/she shall also be provided with the Board's long term disability and death benefit protection for up to one (1) year.
- b. In the event that an employee is disabled through an injury or illness covered by Worker's Disability Compensation, all fringe benefits shall continue, paid by the Board, for twelve (12) months. If the employee is still disabled after twelve (12) months, he/she shall be allowed to continue insurance benefits per a. above.
- c. Less than full-time employees shall be entitled to benefits pro-rated to the amount of time worked as permitted by the underwriter.
- d. The Board shall make payment of insurance premiums for all employees to assure insurance coverage for the full period commencing January 1, 1983 and ending August 31, 1984.
  1. Employees who are laid off as of the opening of school in September 1983, shall have summer (1983) premiums paid by the Board.
  2. All other insurance changes will become effective the first of the month following the change of employment status.
- e. The School Board shall be responsible for providing insurance information.
- f. Payroll deduction shall be available for all MESSA programs and other programs approved by the Board.

## 2. Hospital-Medical

### a. General Provisions

1. Employees shall continue to be insured by their present carrier unless they notify the Board Business Office of a change on or before the last day of the open enrollment period of the insurance companies.
2. Each employee should select hospital-medical coverage based on need. It is the intent of the parties to eliminate double coverage wherever possible.
3. No employee shall change carriers during the remaining duration of this Agreement except during the open enrollment periods.

### b. Coverage (NOTE: See G.2., a., 2.)

1. The Board shall provide the employee's choice of either:
  - a. One hundred (100%) percent of the premium costs for Blue Cross-Blue Shield (MVF-1) non-deductible, semi-private service and master medical (MM-1+N2) with riders, ML, DNM365, NM365, IMB-OB, CC-CLC, DCCR-DC, FAE-RD, VST, MMC-BL2 and \$2.00 PDP Co-pay coverage.
  - OR
  - b. One hundred (100%) percent of the premium costs (January 1, 1983 through August 31, 1984) for MESSA Super Med I protection (or a like amount toward MESSA Super Med II). MESSA-Care and Medicare premiums will be paid on behalf of the employee, spouse, and/or dependents eligible for Medicare.

## 3. Death Benefit

If an employee dies while under contract with the Board, the employee's estate will receive a cash death benefit of \$20,000 at the time of death, or \$15,000 if the employee is covered by the MESSA medical insurance. Effective September 1, 1983 this benefit will be increased by \$5,000.

## 4. Long Term Disability

- a. Will be provided for each full-time employee
- b. Benefits
  1. 60 calendar-day waiting period
  2. 66 2/3% of the employee's salary schedule step in Appendix B.
- c. Offsets (where applicable)
  1. Social Security
  2. Worker's Compensation
  3. Teacher's Retirement
- d. See Memorandum of Understanding dated November 3, 1982. Such memorandum is on file in the Employee Relations Office.

5. Dental Insurance

- a. The Board shall provide without cost to the employee the Delta/Dental Care Program C (50-50) for the employee and their eligible dependents with the 01 orthodontic rider (50% to a maximum of \$500.00). The plan shall include Internal and External Coordination of Benefits (COB). This program shall be available to all employees who work fourteen (14) hours or more per week.
- b. Effective September 1, 1983 the Board shall provide without cost to each employee working fourteen (14) hours a week or more and his/her eligible dependents the Delta Dental Program D 03. Such plan shall provide 60% payment of basic dental services, 60% prosthodontic services and 50% orthodontic services. Basic dental and prosthodontic services shall have a maximum of \$1,000 per year and orthodontic services shall have a lifetime maximum of \$1,000.

6. Option Group

For those employees not electing health insurance (#2 above) the Board will provide the following benefits in lieu of health insurance.

- a. The Board shall provide without cost to the employee MESSA dependent life insurance protection in the amount of \$10,000 for the spouse and \$5,000 for each dependent child. In the event of accidental death, the insurance will pay double the specified amount; in the event of accidental dismemberment, the insurance will pay according to the schedule.
- b. The Board shall provide without cost to the employee the MEA Legal Services Plan (MEALS).
- c. The Board shall provide an additional \$10,000 MESSA term life insurance until the employee retires.

If the employee becomes totally disabled from any cause before reaching age 60, the life insurance provided will be continued for the duration of his/her total disability without payment of further premiums regardless as to whether or not the carrier is still in force.

- d. The Board shall provide without cost to the employee MESSA Vision Care Plan II for the employee and his/her eligible dependents.
- e. Effective September 1, 1983 each Option Group member will be entitled to a tax-deferred annuity plan for which the Board shall make payments of \$400.00 per year. Such payment shall be made in monthly payments beginning with September, 1983. Each employee for whom such contributions are made shall retain all non-forfeitable rights and full control over the tax-deferred annuity plan.
  1. Employees who as of January 1, 1983 have an existing annuity program shall have such payments made to that program or to MEFSA's program at the choice of the employee.
  2. Employees who, as of January 1, 1983 do not have an existing annuity program shall have such payments made to MEFSA's program.

## I. TUITION REIMBURSEMENT

### 1. Qualifications

- a. Employees holding permanent, continuing or life certification may qualify provided they are not eligible for tuition reimbursement from other sources. Nurses and therapists are eligible after completing three (3) years of Grand Rapids Public School employment.
- b. Such employees on leave of absence without pay for study purposes may qualify provided the employee is not eligible for tuition reimbursement from other sources.
- c. Such employees on leave of absence with pay shall not qualify.
- d. Course work may not interfere with the employee's regular assignment. Exception shall only be by approval of the principal or immediate supervisor.
- e. Any employee eligible to receive tuition reimbursement must return to Board employment prior to payment and intend to continue such employment.

### 2. Course Approval

- a. Request must be made in writing at least ten (10) days prior to the beginning of the course. Such request must include the course number, name and description, date and the name of the university or college offering the course.
- b. Such courses must be college graduate credit or workshop equivalent to college graduate credit courses. Nurses will be reimbursed for under graduate courses.
- c. The courses must be related to the employee's regular assignment. The administration's judgment of relevancy is final and binding and is not subject to the grievance procedure.
- d. Approval or disapproval shall be submitted to the employee in writing.

### 3. Tuition Reimbursement Rates

- a. Courses taken at the University of Michigan, Michigan State University or Western Michigan University shall be reimbursed the actual tuition rate charged.
- b. Courses taken at other institutions shall be reimbursed at the actual tuition rate charged but shall not exceed the highest current rate of the universities referred to in a. above.

### 4. Maximum Number of Hours Per Year (September 1 - August 31) for tuition reimbursement:

- a. Full-time employees: Semester Hours - 4  
Term Hours - 6

### 5. Tuition Reimbursement Application Procedures:

- a. Pre-approval of course by the Superintendent or designee (see 2., Course Approval).

- b. Employee must satisfactorily complete the course with a passing grade.
- c. The employee must submit the tuition receipt to the approving party in a. for payment authorization.
- d. The Business Office shall make payments according to its procedures.

#### ARTICLE XV

##### PLACEMENT ON SALARY SCHEDULE

###### A. PLACEMENT

Placement on salary schedules shall be on the basis of training and experience as hereinafter defined (see Article XV, B. through F.).

###### B. CREDIT AND ADVANCEMENT

- 1. Credit on the schedule will be allowed for obtaining only one (1) Bachelor, Master, Specialist, Candidate or Doctorate degree.
- 2. Employees who work 50% or more of the work year, including those on temporary contracts, shall be granted one (1) step on the salary schedule unless otherwise prohibited by this Agreement.
- 3. In the event an employee is placed on a third year probation by the Board, that employee shall not move to the next higher step on the salary schedule for that year.

###### C. EXPERIENCE

The Board may, but shall not be required to, grant credit up to five (5) years for outside teaching experience to each new employee provided a report is submitted periodically, including the names, years of experience and years of experience granted, to the Association. Credit on the salary schedule for outside experience above five (5) years may be granted by mutual agreement between the G.R.E.A. and the Superintendent.

###### D. GRAND RAPIDS EXPERIENCE

Full credit for prior contracted teaching experiences in the Grand Rapids Public School District will be allowed provided such experience was within the fifteen (15) year period immediately preceding reappointment.

###### E. ADDITIONAL TRAINING

- 1. Employees who complete additional training and who are eligible for a higher classification on the salary schedule shall submit written proof of such eligibility to the Superintendent of Schools prior to October 1 or February 1 of the semester wherein the salary change is to be applied. The change from one (1) salary schedule to another shall be a horizontal step movement.
- 2. If an employee completes a higher degree but the degree has not been granted and submitted to the Personnel Office on or before October 1 or February 1, the additional remuneration shall not begin (i.e., earnings begin) until the beginning of the semester following receipt of the degree unless such time

is extended by mutual agreement between the employee and Personnel Office provided the delay of submission of the degree is beyond the control of the employee.

3. Each MA+ credit hour applicable to the MA+ salary schedule shall be earned subsequent to the issue date of the MA degree.
4. Grand Rapids Professional Growth credits will apply to the MA+ schedule. Professional Growth credits earned before the employee receives his/her MA degree will be applied to the MA+ schedule after he/she receives the MA degree.

F. INDUSTRIAL OR BUSINESS EXPERIENCE

Credit on the salary schedule may, upon recommendation of the Superintendent, be given to incoming employees for industrial or business experience provided such experience is related to the employee's assignment.

ARTICLE XVI

LEAVES OF ABSENCE WITHOUT PAY

A. GENERAL PROVISIONS

1. The Board shall make every effort to return an employee who has been on an extended leave of absence to the same or comparable position, if one exists, or any other position mutually agreed to by the employee and administration. There is no guarantee that any employee can be returned to a specific building, grade level or special assignment at the conclusion of a period of absence exceeding one (1) semester in length except as otherwise provided in this Agreement.
2. The Board shall reemploy any employee returning from an approved leave of absence at the beginning of a school year or at mid-year of the school year according to the procedures set forth in this Article unless changed by mutual agreement between the employee and the Superintendent or designee.
3. All requests for leave of absence will be applied for and granted or denied in writing. The employee must apply for the leave at least forty (40) days prior to its commencement, except in cases of emergency or urgency.
4. The employee must notify the Board, in writing, of his/her intention to return from such leave or file request for renewal for such leave on December 1 or March 1, whichever date falls in the last semester of the leave. This requirement will be stated on the leave form. Failure to comply with this notification shall constitute voluntary employee resignation from Board employment. Exceptions to this procedure may be made by the Director of Personnel in cases of emergency or urgency.
5. No benefits will accrue to an employee during a leave of absence except as otherwise stated herein. Upon return from leave, the employee's unused leave days and salary increments will be restored to him/her. Seniority shall accrue throughout leaves as outlined in Article X.

6. Any probationary employee who is a recipient of such leave shall return as a probationary employee and must serve satisfactorily at least one (1) school year prior to being placed on tenure status.
7. Leaves of absence without pay may be mutually extended in writing by the Board and the employee.
8. An employee returning from leave provided in this Article, unless otherwise specified, shall be placed on that step of the salary schedule from which the employee went on leave unless the employee was employed for at least 50 percent of his/her last employment year, in which case he/she shall be advanced to the next step.
9. Upon completion of any leave granted in accordance with the provision of this Article, and in the event the employee does not return to employment, he/she is terminated from the Board.
10. The Board agrees to grant all leaves which are requested, provided such granting results in the recall and return of an employee on layoff status, and the leave is for the remaining portion of the semester or year.

B. PERSONAL ILLNESS

1. Any employee who has been afflicted with extended personal illness will be granted a leave of absence up to one (1) year upon application thereof. Such application must be accompanied by a physician's certification of recommendation supporting same. Such leave shall be without pay and without increment advancement. The Board may, at its expense, require a medical examination as a prerequisite to reinstatement after any such leave.
2. A written clearance by the employee's physician stating the employee is physically able to resume employment duties may be required prior to the employee resuming his/her employment position with the Board.

C. PEACE CORPS, UNITED STATES GOVERNMENT TEACHING, EXCHANGE TEACHING

1. After submitting a written request and upon the approval of the Superintendent, any tenure employee will be granted a leave without pay to serve in the Peace Corps, exchange teaching or teaching for the United States Government overseas. Any such employee engaged as a full-time participant in any such programs and upon return from such leave will be advanced on the salary schedule as if employed by the Board. Such leave will not exceed two (2) years.
2. Any employee who is drafted into the military service of the United States shall be granted a leave of absence not to exceed the time for which the employee is drafted.

D. SELF IMPROVEMENT THROUGH STUDY

1. Upon approval of the Superintendent, a leave of absence without pay for up to one (1) year will be granted to any employee who desires study leave. Such leaves for study may be renewed upon approval of the Superintendent.



2. Leaves for study shall be placed in one (1) of the two (2) following categories:

- a. Study related to employee's assignment or prospective assignment as determined at the time of application. The employee will, provided he/she was a full-time participant (the employee must submit written proof to the Personnel Office upon return) in the study program and upon return from such, be reemployed and will be advanced on the salary schedule as if he/she were employed by the Board.
- b. Study not related to employee's assignment or prospective assignments as determined at the time of application. The employee will, provided he/she was a full-time participant in the study program and upon return from such, be reemployed when a vacancy exists in an area in which he/she is qualified. The minimum qualifications for the returning teacher shall be as follows:
  - 1) Possess a provisional or permanent certificate in the area the vacancy exists.
  - 2) Possess eighteen (18) semester hours or the minimum required by the North Central Association in the area the vacancy exists or have taught in the area within the last five (5) years.

#### E. PUBLIC OFFICE

1. Upon thirty (30) days' notice and upon approval of the Superintendent, the Board shall grant a leave of absence for not more than three (3) weeks, without pay, to any employee to campaign for public office. If the employee does not exercise the leave of absence listed in E.2. below, the Board agrees to return the employee to the same position held prior to the leave.
2. If the employee is elected to the public office and it is necessary to discontinue his/her employment in the Grand Rapids Public Schools in order to fulfill the requirements of his/her political office, he/she may, at the discretion of the Board, be granted a leave without pay for the term of the elected office but shall not exceed two (2) years.

#### F. MATERNITY/CHILD CARE

1. The Board shall grant a leave without pay, not to exceed one (1) year, to any employee who is pregnant or is required, as mined by the employee, to be absent from his/her position for the purpose of caring for a child who is placed in his/her residence or may be placed as a newborn, adopted, or is placed in the employee's legal custody by a court of competent jurisdiction.
2. Any employee placed on such leave shall not be employed elsewhere during the period covered by the leave. If so employed, the leave is void and therefore cancelled.
3. The employee will be returned to the position the employee occupied prior to the beginning of the leave provided the leave is less than one (1) year and the employee made the request in writing at the time the leave began.

G. G.R.E.A. OFFICER LEAVE

A leave of absence of up to two (2) years for one (1) employee shall be granted to any employee upon application for the purpose of serving as an officer of the G.R.E.A. Upon return from such leave, that employee shall be placed on the salary schedule and on the step that he/she would have been placed had he/she worked in the system during such leave period.

H. OTHER LEAVES

Other leaves of absence without pay may be granted by the Board.

I. UNEXCUSED LEAVES

Employees will not be paid for unexcused leaves and will not be paid for the holidays listed below if the employee is absent on unexcused leave either before and/or after a holiday (Labor Day, Thanksgiving, the day after Thanksgiving, Christmas, New Year's, Good Friday, Memorial Day and for 230 day employees, the Fourth of July).

J. CAREER EXPLORATION LEAVE

1. Upon approval of the Superintendent, the Board will grant a leave of absence up to one (1) year to any employee for the purpose of career exploration.
2. During such leave the employee may not be employed in a similar position with another educational institution. Exception may be provided through mutual agreement of the employee and the Superintendent or designee.

K. SHORT TERM LEAVES

1. The District agrees to grant all requests for unpaid leaves subject only to the limitations listed below.
2. The only restrictions upon such days off without pay shall be those outlined in Article XVII. C., l. e., and that the duration of said leave may not exceed ten (10) consecutive working days.
3. It is expressly understood that no reason need be given by the employee for use of such days and that the days may be used for recreational purposes including the extension of vacation periods.
4. The days will be granted on a "first-requested, first-granted" basis.
5. Individuals absent from their assignment through this approved leave will not be subject to penalty identified in Article XVI. I.

ARTICLE XVII

LEAVES OF ABSENCE WITH PAY

A. SABBATICAL LEAVES

All employees shall be eligible for a one (1) year study leave after completing no less than seven (7) years of professional

service in the Grand Rapids Public Schools. Granting of study leaves shall be in accordance with the present Rules and Regulations pertaining thereto (see Board Policy 4152.1, Sabbatical Leaves, adopted August 3, 1971). The Board will pay an employee one-half of the contractual salary ordinarily received. The following school year the employee must return to the Grand Rapids Public Schools and render at least two (2) consecutive years of satisfactory service. A one (1) semester study leave may also be granted under the same terms, except the obligation to return to the Grand Rapids Public Schools shall be for one (1) year.

B. ACCUMULATED LEAVE DAYS

1. Each employee shall be eligible to earn leave with pay subject to the limitations provided herein and all days used shall be deducted from accumulated leave.
2. Rate of Accumulation
  - a. Each regular full-time employee shall earn leave days at the rate of eleven (11) days per annum, provided he/she is employed for the full school year.
  - b. Each regular full-time two hundred and thirty (230) day employee shall earn leave days at the rate of thirteen (13) days per annum, provided he/she is employed for the full school year.
  - c. The days shall become effective when the employee reports for duty as authorized.
  - d. Unused, earned leave days shall be cumulative for each individual employee. The amount of each employee's accumulation is unlimited.
  - e. Accumulated leave time shall terminate upon death of the employee or upon severance or suspension of employment except when a leave of absence is granted by the Board under the Leave of Absence provisions of this Agreement or as provided in Article XXII.
3. Proration
  - a. The days shall be prorated for any employee working less than full-time (on a partial contract).
  - b. Each employee who does not work a complete school year due to a layoff, a termination, a resignation, an unpaid leave, a suspension or an employee on Long Term Disability shall have the leave days for that year prorated to the amount of days for which wages were paid.
  - c. Each employee who does not work a complete school year due to being recalled or hired after the start of the school year shall have the leave days for that year prorated to the amount of days for which wages were paid.
  - d. Each regular school year employee filling a position for the summer segment of the 230 day program shall earn two (2) leave days for such segment.

- e. Leave days for Community Education shall be deducted according to the following schedule: .5 day deduct for up to 3.5 hours absent; 1.0 day deduct for 3.6 - 7.5 hours absent; and 1.5 day deduct for 7.6 and more hours absent.
- f. Any necessary payroll adjustment shall be made on the employee's last paycheck.

#### 4. Uses and Restrictions

- a. Leave time may be used for absence from duty because of personal illness, injury or on orders of a physician to remain absent due to exposure to disease. In cases subject to Worker's Compensation Law, such leave time may be used to supplement Worker's Compensation so that the total amount paid an employee will equal but not exceed the regular salary for the period of absence from duty.
- b. Leave time because of illness or injury of a relative or friend shall be allowed to provide for emergency arrangements and shall not exceed two (2) working days per each illness or injury.
- c. Leave time not to exceed nine (9) working days per occurrence may be used for circumstances surrounding the critical illness (as determined by the appropriate attending physician) or death of a member of the immediate family (spouse, son, daughter, sister, father or mother) of an employee or for another relative who stands in the stead of an immediate family member.
  - 1. Leave time for death of other relatives shall not exceed five (5) working days per occurrence.
  - 2. Leave time for death of friends shall not exceed two (2) working days per occurrence.
- d. Any employee absent because of personal illness, injury or on orders of a physician to remain absent from duty due to exposure to disease for more than ten (10) working days in any one (1) year may be required by the Superintendent of Schools to provide a medical statement by a reputable physician certifying that the employee was unable to be on duty during such absence. The Superintendent of Schools, at his/her option, may require approval of any such medical certificate by another physician selected by him/her.
- e. Each employee who is absent for purposes listed in this section on a day when school is cancelled by the Superintendent and employees need not report shall not be charged for a leave day.

#### C. EMPLOYEE PERSONAL/BUSINESS LEAVES

##### 1. Category I

Each employee may use, yearly, one (1) leave day for the employee's personal business which shall be deducted from his/her leave accumulation. Employees may, but shall not be required, to state the reason for this leave. Leaves will be granted under the following conditions:

- a. Application made on the form provided by the Board and processed according to administrative rules.
- b. Application submitted at least five (5) working days in advance of the anticipated absence except in cases of emergency. In such cases the employee shall apply as soon as possible.
- c. This leave shall not be utilized for recreational and/or hunting and fishing purposes.
- d. Such leave may not be utilized the day immediately before or after a holiday or vacation period. (Exceptions may be made by Superintendent or designee).
- e. The following limits on the number of days used will be followed unless increased by the administration.
  - 1) No more than 30 employees may use such a day on any one (1) day.
  - 2) No more than 10% of the employees in any given building or program having 20 or more employees may use such a day on any one (1) day.
  - 3) No more than two (2) employees in any given building or program having 19 or less employees may use such a day on any one (1) day.

## 2. Category II

The parties agree there may be personal conditions or circumstances which may require employee absenteeism for reasons other than those stated in Section B above. Each employee will be eligible for such leave which is not to be deducted from or added to the employee's leave accumulation (See Section B.). A reason must be stated for using such leave. This leave will be granted under the following conditions:

- a. Employees will be eligible for a maximum of one (1) day per work year.
- b. This leave shall be used only in situations of urgency for the purpose of conducting personal business. This leave will be granted only if its transaction on week-ends, after school hours or during vacation periods would cause undue hardship to the employee.
- c. Employees desiring to use such leave shall submit their request on the application form (provided by the Board) at least five (5) working days in advance of the anticipated absence except in cases of emergency; in such case, the employee shall apply as soon as possible. This form must be filed with the principal or immediate supervisor. The general reason, unless extremely confidential (must then be presented orally to the Superintendent's designee), shall be briefly explained on the form.
- d. Such leave shall not be used for seeking other employment, rendering services or working either with or without remuneration for themselves or for anyone else, for religious purposes, for hunting, for fishing, or

other recreational activities. It is further understood such leave shall not be granted for the first or last day of the school year nor on the first working days preceding or following a vacation period or holiday. (Exceptions: graduation exercises for the employee, spouse, son or daughter; honors convocation honoring the employee; and for reasons beyond the control of the employee, recognizing the burden of proof for such reason is the sole responsibility of the employee).

D. LEAVES FOR OTHER PURPOSES

Leaves of absence with full pay not chargeable against the employee's sick leave days shall be granted for the following reasons:

1. Absence when an employee is required to serve on a jury. Such leave for one (1) week or less shall be with full pay. Such leave for more than one (1) week shall be at full pay for the first week and after the first week at the difference between the regular salary and that amount received for such services during the school week.
2. Court appearances when subpoenaed as a witness in school related activities.
3. Approved visitation and/or participation which is requested by the employee to visit other educational programs is not to exceed two (2) days per school year. Application forms to be provided by the Board.
4. Attending any function when so requested by the administration.

E. ASSOCIATION LEAVE DAYS

Leave of absence with pay not to exceed a cumulative total of ten (10) days per school year shall be given the Association upon application thereof for Association purposes. Application must be made with the Assistant Superintendent of Employee Relations via the principal or supervisor at least five (5) working days in advance of the anticipated absence except in cases of emergency. Additional days may be granted providing the Association reimburses the district at the current substitute rate.

F. ASSOCIATION PRESIDENT LEAVE

Upon written request from the Association, the Association President shall be granted a leave with full salary and benefits provided the Association shall reimburse the Board for the full cost of such salary and benefits pro-rated to the actual amount of such leave.

G. MISUSE OF LEAVE

Any misuse of any leave may result in disciplinary action.

ARTICLE XVIII  
GRIEVANCE PROCEDURE

A. DEFINITIONS

A "grievance" is a claim by one or more employees of improper interpretation or application of this Agreement and shall be processed as follows:

1. Type A (Non-arbitrable) - A claim based upon an improper interpretation of this Agreement may be processed through Level Two.
2. Type B (Arbitrable) - A claim by one or more employees that there has been improper application of this Agreement may be processed through the final level including binding arbitration.
3. An "aggrieved employee" is the employee or employees who are directly affected and, therefore, will make the claim. The Association is the aggrieved when Association rights (limited to Article III) have been allegedly violated. Association grievances will commence, in writing, at Level Two.
4. A "group grievance" with a common alleged violation which directly affects more than two (2) employees may be filed by the Association. If a group grievance is filed it must be signed by at least fifty percent (50%) of the known affected employees. All names and signatures of any additional affected employees must be submitted to the Assistant Superintendent of Employee Relations three (3) working days prior to the Level II hearing. Group grievances will commence, in writing, at Level II (2).

B. NON-GRIEVABLE ITEMS

The following matters shall not be the basis of any grievance filed under the procedure outlined in this Article.

1. Failure to reemploy any employee on a probationary contract.
2. The placing of a non-tenure employee on a third year of probation.
3. Except as otherwise provided herein, any claim or complaint for which there is another remedial procedure or forum established by law including any matter subject to the procedure specified in the Teacher Tenure Act.

C. PURPOSE

1. The purpose of this procedure is to secure, at the lowest possible administrative level, equitable solutions to grievances. Both parties agree these proceedings shall be kept as informal and confidential as may be appropriate at any level of the procedure.
2. Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with any appropriate member of the administration and having the grievance adjusted without intervention of the Association, provided the adjustment is consistent with the terms of this Agreement.

#### D. PROCEDURE

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered a maximum and every effort should be made to expedite the process. If appropriate action is not taken by the employee within the time limit specified, the grievance will be deemed settled on the basis of the disposition at the preceding level. The time limits specified herein may be extended by mutual agreement, provided the time extension is requested within the time limits provided in this Article. A supply of the grievance forms shall be on file with the Association building representative, the building principal and/or the immediate supervisor.

##### 1. Level One

- a. An employee may, within five (5) working days of the occurrence of the grievance, orally discuss the matter with the principal or immediate supervisor with the objective of resolving the matter informally. If the aggrieved is not satisfied with the disposition from the oral discussion and wishes to further pursue the matter, the aggrieved employee shall file the grievance, in writing. The written grievance must be submitted to the principal or immediate supervisor within fifteen (15) working days of the occurrence of the grievance.
- b. Five (5) copies of this written grievance shall be prepared by the employee and one (1) copy shall be sent to each of the following: G.R.E.A., principal or immediate supervisor, Director of Elementary or Secondary Schools, Assistant Superintendent of Employee Relations.
- c. Within three (3) working days of the filing date, the principal or supervisor and/or their representative will meet with the aggrieved and/or the aggrieved's representative in an effort to resolve it. A written answer shall be given within three (3) working days after such meeting. Copies of the answer shall be sent to the parties as in b. above.

##### 2. Level Two

- a. If the aggrieved is not satisfied with the disposition of the grievance at Level One c., or if no decision has been rendered in the time allowed, a letter shall, within five (5) working days thereafter, be transmitted by the employee or the employee's representative to the Assistant Superintendent of Employee Relations stating a desire to pursue the grievance to Level Two. At this level, the grievance or letter must be co-signed by the aggrieved and the Association.
- b. Within ten (10) working days of receipt of such grievance, the Assistant Superintendent of Employee Relations or designee will meet with the Association to discuss the issues. The aggrieved may be present and shall be present at the request of either the Assistant Superintendent of Employee Relations or the Association. A written answer shall be given within fifteen (15) working days after receipt of such grievance.



- c. An "Association" or "Group" grievance commencing at this level shall be filed within fifteen (15) working days of the alleged occurrence of such grievance.

3. Level Three

If the aggrieved is not satisfied with the disposition of the grievance at Level Two, the employee shall, within five (5) working days thereafter, transmit it by letter to the Secretary of the Board with a statement of reasons why it is being appealed. At the next regular meeting, the Board (or its designated agent) shall consider the grievance or may designate a committee which may or may not include Board members to hold a hearing or otherwise investigate the grievance or prescribe such procedure as it may deem appropriate for consideration of the grievance. The Board shall make a final decision thereon at the following regular or special Board meeting.

4. Level Four

- a. If the decision of the Board is not satisfactory to the aggrieved, the grievance may be submitted for arbitration by written notice given by the Association within fifteen (15) days after receipt of the Board's decision. An impartial arbitrator shall be promptly selected (within fifteen (15) days of receipt of the list of arbitrators) by the parties from a panel of five (5) qualified persons prepared by the Michigan Employment Relations Commission, or a list from the American Arbitration Association in accordance with their rules and regulations with the requesting party liable for the filing fee.
  - b. The power of the arbitrator shall be limited to the interpretation of the application of the express terms of this Agreement and the arbitrator shall have no power to alter, add to or subtract from the terms of this Agreement as written. The decision of the arbitrator shall be binding on all parties involved.
  - c. The fees and expenses of the arbitrator shall be shared equally by the Board and the Association.
5. No grievance shall be processed unless initiated and carried to the next step within the time provided. All requests for reasonable extension of timelines will be honored provided they are made in writing, within the appropriate time period, with copies submitted to both parties.

E. EXPEDITED GRIEVANCE PROCEDURE

- 1. When either party so requests, a grievance (limited only to alleged violation of Articles IX and/or X) may be submitted to an expedited grievance procedure.
- 2. The procedure is as follows:
  - a. A grievance so processed will be heard once internally at either Level One, Level Two or Level Three. The choice of the level of hearing will be that of the Superintendent or his/her designee.

- b. Within five (5) working days of the receipt of an expedited grievance, the Superintendent or his/her designee will indicate the level at which the grievance will be heard and establish a mutually agreeable hearing date no later than ten (10) working days after the receipt of the expedited grievance. The decision of the hearing officer(s) will be rendered within five (5) working days of the hearing.
  - c. In the event the decision of the hearing officer(s) indicated in 2b. above is not satisfactory, the Association shall have the right to submit the matter to expedited arbitration within five (5) days of the receipt of said decision.
  - d. Neither party shall submit to the arbitrator pre- and/or post-hearing briefs.
- 3. Any such grievance submitted by the Association must be identified as EXPEDITED and must be filed according to the timelines outlined in D.2.c.
  - 4. Any grievance filed by the Association or employee not filed as EXPEDITED may be moved to EXPEDITED by the Board within ten (10) working days after the grievance is submitted to Level Two (2).

#### F. GRIEVANCE HEARINGS

Any employee officially engaged in grievance hearings under the terms of this provision and during regular working hours shall not suffer loss of salary. Neither shall it lead to overload or overtime payments for the time spent at hearings.

### ARTICLE XIX

#### SANCTIONS, STRIKES AND PENALTIES

##### A. NO STRIKE

During the term of this Agreement, neither the Association nor any person acting in its behalf nor any individual employee will cause, authorize or support nor will any Association members take part in any strike (i.e., the concerted failure to report for duty, or willfull absence of an employee from his/her position, or stoppage of work or abstinence, in whole or in part, from the full, faithful and proper performance of employees' duties of employment) for any purpose whatsoever. It is further agreed the Association will not itself and will not request any other organization to place a sanction of any form on the Grand Rapids Public Schools.

##### B. ASSOCIATION VIOLATION OF STRIKE AND SANCTIONS

The Association will not support the action of any employee taken in violation of this Article, nor will it directly or indirectly take reprisals of any kind against an employee who continues or attempts to continue the full, faithful and proper performance of contractual duties or who refuses to participate in any of the activities prohibited by this Article.

##### C. EMPLOYEE PENALTY

Willful violation of this Article by any employee or group of employees will constitute just cause for discharge and/or the imposition of discipline or penalties.

D. ASSOCIATION PENALTY

The Board of Education, in the event of violation of this Article, will have the right in addition to the foregoing and any other remedies available at law to seek injunctive relief and damages against the Association.

E. CAUSE OF DISCHARGE

Violation of any terms, sections or provisions of this Agreement by any employee or employees shall constitute just cause of disciplinary action up to and including discharge.

ARTICLE XX

APPOINTMENTS AND RELEASE OF EMPLOYEES  
TO AND FROM PAID EXTRA-CURRICULAR ASSIGNMENTS

A. ANNUAL APPOINTMENTS

1. All appointments to reimbursed extra-curricular assignments are annual appointments. Such appointments become binding to the Board and the employee at the time the position is authorized.
2. At the time the assignment is made, such assignment shall be accompanied with a written statement which shall name the employee, the assignment, responsibilities involved, the duration of the assignment and the compensation to be paid.
3. The Board shall not hire or appoint any non-bargaining unit member to an extra-curricular position when a qualified bargaining unit member applies, unless it is determined by the administration that a non-bargaining unit member is more qualified.
4. Extra-curricular assignments, carrying additional remuneration, shall not be automatically renewed each year. The building principal shall maintain the right to recommend to the Superintendent the candidate who has the best qualifications for the assignment (as provided in 3. above). An employee is not required to accept the assignment against his/her will.

B. APPOINTMENT PROCEDURE

1. Each principal shall annually recommend employees for appointment to each paid extra-curricular assignment authorized for the school year.
  - a. Coaches - The principal shall notify the coach, in writing, not later than five (5) days prior to the end of the school year stating his/her intention as to whether he/she will recommend reappointment, dismissal or placement on probation for the forthcoming year.
  - b. Other Positions - The principal's recommendations shall be submitted to the appropriate director.

C. RELEASE PROCEDURE

1. The appropriate director, after showing, in writing, due cause, may release or place on probation any employee at any time.

2. Any employee in 1. above or 3. below being released shall be evaluated, in writing, by the principal. A copy of the evaluation shall be presented to the employee. The principal may utilize in formulating the evaluation any oral and written reports from those employees holding positions of higher authority such as head coach, athletic director, department head, etc.
3. Any employee who is desirous of retaining an extra-curricular assignment and who is not being recommended to continue such assignment for the next year, shall have the privilege to:
  - a. Orally discuss this matter with the principal.
  - b. Discuss such action with the principal together with the appropriate director.
  - c. Coaches not reappointed shall have thirty (30) days after written notification for recourse which may include, at the coach's option, a hearing by a board of review. The board shall consist of two (2) administrators, selected by the Superintendent or designee, and two (2) coaches, selected by the coach and one (1) selected by the four (4) members. This board of review shall make recommendations to the Superintendent.
4. The Superintendent's decision shall be final. That decision shall be given, in writing, to the employee and shall also become part of the employee's personnel file.

#### D. SATISFACTORY EVALUATIONS

Evaluations are considered satisfactory unless indicated, in writing, to the contrary within thirty (30) days following the conclusion of the extra-curricular assignment. The conclusion of assignment for each athletic coach will be at the completion of the M.H.S.A.A. finals in his/her particular sport.

#### E. CALENDAR FOR APPOINTMENTS

1. Employees wishing to be relieved of appointment for the ensuing school year shall notify the building principal, in writing, prior to May 10.
2. Employees wishing to apply for any athletic position shall submit a written application to the principal of the building in which the vacancy exists and a copy to the Director of Athletics.
3. Employees wishing to apply for any position other than athletic shall submit a written application to the building principal and a copy to the appropriate director.
4. Known vacancies other than athletic (Appendix C, Section E) for the ensuing year shall be published by the principal in his/her building for ten (10) working days prior to May 25; however, vacancies which occur before May 15th shall be published by the principal in the affected building for five (5) days prior to filling the vacancy.
5. The Director of Athletics shall publish all known athletic vacancies of all Secondary Schools in each school building for a period of ten (10) working days prior to May 25. No vacancy in a position listed in Appendix C. Section B, will

be filled without its being posted throughout the system for ten (10) days. This procedure will be in effect providing the position becomes vacant at least thirty (30) days prior to the official beginning of the activity. In the event a position becomes vacant within a thirty (30) day period prior to the official beginning of the activity, an interim assignment may be made. If an interim assignment has been made, the ten (10) day posting shall occur before the beginning of the following season of the involved activity. Athletic vacancies which become known during the summer shall be posted in the office of the Director of Athletics.

6. The principals shall submit recommendations for appointments for the ensuing school year by May 30 for all positions for which, in terms of known staff and known needs, he/she can arrive at firm recommendations.

#### F. CLINIC PASSES FOR COACHES

1. With the approval of the building principal and the school athletic director and provided approval is granted by the Director of Athletics, the registration fee and travel allowance for senior high coaches and athletic directors to conventions and/or clinics be paid out of athletic funds. This is one (1) clinic or convention per coach per year.
2. Passes issued by the Board of Education for coaches and other athletic personnel attending events in an official capacity are to read "admit bearer and one (1) guest".

### ARTICLE XXI

#### MISCELLANEOUS PROVISIONS

##### A. INDIVIDUAL CONTRACT SUBJECT TO MASTER AGREEMENT

1. Any individual contract heretofore executed between the Board and an individual employee shall be subject to and consistent with the terms and conditions of this Agreement. Any individual contract hereafter executed shall be expressly made subject to and consistent with the terms of this or subsequent agreements to be executed by the parties. If an individual contract contains any language inconsistent with this Agreement, this Agreement, during its duration, shall be controlling.
2. Temporary Contracts
  - a. Temporary contracts will not be utilized in filling newly authorized positions. Temporary contracts shall be issued to individuals who are temporarily filling a vacancy created by an employee who is absent due to a leave or illness and plans to return before the end of the school year, or to individuals who are hired after the beginning of the school year to temporarily fill a position for the remainder of the semester or the year.
  - b. The temporary contract shall include a termination date or will terminate upon the return of the regular employee.
  - c. Employees receiving temporary contracts shall be entitled to the same rights and benefits as other employees including advancing one (1) step on the salary schedule if they taught 50% or more of the year.

- d. When a position or a vacancy is filled by a substitute or a non-association person for more than six (6) weeks, that person will be offered a temporary contract for that position. Pay for the first six (6) weeks of the assignment will be that which is paid for a regular substitute teacher in the district. Beginning with the seventh (7th) week, the employee will be placed on a step within the appropriate salary schedule provided in this Agreement. When a temporary contract is accepted by a laid off employee, the six (6) week period will be waived and the employee shall retain all recall rights.

B. AGREEMENT SUPERSEDES RULES AND POLICIES

This agreement shall supersede any rules, regulations or practices of the Board which shall be contrary to or inconsistent with its terms. The provisions of this Agreement shall be incorporated into and be considered part of the established policies of the Board.

C. CONTRARY TO LAW

If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law but all other provisions or applications shall continue in full force and effect.

D. EQUALITY OF APPLICATION

The provisions of this Agreement and the wages, hours, terms, and conditions of employment shall be applied without regard to race, creed, religion, color, physical impairment, national origin, age, sex, marital status or membership in or association with the activities of any employee organization.

E. COPIES OF AGREEMENT

Copies of this Agreement shall be reproduced at the expense of the Board and one (1) copy shall be presented to each teacher now employed or hereafter employed by the Board during the term of this Agreement.

F. ACTS OF GOD

Each employee shall not be required to be in attendance on days when students are excused from school because of inclement weather unless requested by the Superintendent. Every effort shall be made to make such announcements via major radio and television stations by 6:00 a.m.

1. When an employee is required to attend school, no more than one (1) hour shall be set aside for staff meeting. The remainder of the time shall be used at the discretion of the employee on school related activities.
2. If an employee is notified that he/she is required to attend school, but cannot, due to weather conditions, the absence shall be deducted from the accumulated leave days of the employee or the employee may apply for a Category II personal business day.
3. When schools are closed during the school day because of inclement weather, staffs will be excused by the administrator as soon as they have completed their responsibilities, including supervision of students.

G. COMMUNITY EDUCATION

1. Community Education employees shall be exempted from the following: Article XII, I.9., K., O.
2. Community Education employees, represented by the Association, are classified as follows:

a. Hourly

Any employee working 8 hours or more per week for the first semester of employment.

b. Contracted

Any employee working 8 hours or more per week in Community Education will be placed on a contract (first year probationary) following the first semester of employment.

ARTICLE XXII

RETIREMENT

Any employee who has reached the age requirement of the Michigan Public School Employees Retirement Act and has completed at least ten (10) years of service with the Grand Rapids Public Schools shall receive, upon retirement, \$30.00 for each day of unused sick leave days (accumulated at the time of retirement) or \$40.00 per year for Grand Rapids service, whichever is the greater.

ARTICLE XXIII

DURATION OF CONTRACT

This Agreement shall be effective as of November 3, 1982 and shall continue in effect until August 31, 1984. This Agreement shall not be extended orally and it is understood that it shall expire on the date indicated.

THE BOARD OF EDUCATION OF  
THE GRAND RAPIDS PUBLIC SCHOOLS

BY Linda C. Johnson  
Its President

THE GRAND RAPIDS EDUCATION  
ASSOCIATION

BY Charles W. Parks  
Its President

BY Dennis J. Bailey  
Its Secretary

BY Suzanne McCune  
Its Negotiation Chairperson

BY Roland Lubbinge  
Its Chief Negotiator

BY Lillian M. Storer  
Its Chief Negotiator



## APPENDIX A

### GENERAL PROVISIONS

#### 1. Calendar Codes

- ☐ New Teachers
- ☐ Holidays
- X All Teachers; No Students
- / Students A.M.; Teachers All Day
- Students and Teachers All Day
- O Parent-Employee Conferences

#### 2. Exam Schedule - Secondary Division

First Semester - Senior high students A.M.; Teachers all day Wednesday, Thursday and Friday of last week in the semester.  
Second Semester - all secondary students A.M.; Teachers all day Tuesday, Wednesday and Thursday of last week in the school year.

#### 3. 230 Day Program

In addition to the regular vacation and holidays, each employee who is assigned to the two hundred thirty (230) day calendar will have six (6) off-duty days during the work year. These days will be scheduled by mutual agreement between the employee and the administration. Days to be taken in the first semester shall be scheduled by October 31; days to be taken in the second and/or summer semesters shall be scheduled by March 31. These employees will also be allowed every third summer off without pay.

Each employee who is employed less than the full work year shall have the days prorated to the time worked.

Note: One (1) of the six (6) floating days during the 1984-85 school year will be July 5, 1985.

#### 4. Flexibility of Sessions

If it is determined that students in any half-day programs are not meeting minimum state code requirements, the Board shall retain the right to make necessary rearrangements of A.M. and P.M. sessions, within a day, to provide this minimum. Any such changes shall be sent to the Association and the affected employees no less than thirty (30) work days before they become effective.

#### 5. Flexibility of Schedule

The Board shall maintain schedule flexibility to comply with the school code calendar requirements.

#### 6. Calendar Beyond Duration of Contract

The parties have agreed that a one (1) year calendar will be established beyond the duration of the contract.

# 1982

# 1983

JANUARY	IMPORTANT DATES	JULY
S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>JANUARY</b> 1 New Year's Day 15 Martin Luther King, Jr.'s Birthday <b>FEBRUARY</b> 12 Lincoln's Birthday 14 Valentine's Day 15 Washington's Birthday - Obsvd 22 Washington's Birthday 24 Ash Wednesday <b>MARCH</b> 17 St. Patrick's Day <b>APRIL</b> 4 Palm Sunday 8 Passover Begins 9 Good Friday 11 Easter Sunday <b>MAY</b> 8 Mother's Day 15 Armed Forces Day 24 Victoria Day (Canada) 30 Memorial Day 31 Memorial Day - Obsvd <b>JUNE</b> 14 Flag Day 20 Father's Day <b>JULY</b> 1 Dominion Day (Canada) 4 Independence Day <b>SEPTEMBER</b> 6 Labor Day 18 Rosh Hashanah 27 Yom Kippur <b>OCTOBER</b> 11 Thanksgiving Day (Canada) 13 Columbus Day - Obsvd 12 Columbus Day 24 United Nations Day 31 Halloween <b>NOVEMBER</b> 2 Election Day 11 Veterans Day 25 Thanksgiving Day <b>DECEMBER</b> 1 Hanukkah 25 Christmas Day	S M T W T F S 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 <b>AUGUST</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 <b>SEPTEMBER</b> 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 <b>OCTOBER</b> 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 <b>NOVEMBER</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 <b>DECEMBER</b> 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

JANUARY	IMPORTANT DATES	JULY
S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>JANUARY</b> 1 New Year's Day 15 Martin Luther King, Jr.'s Birthday <b>FEBRUARY</b> 12 Lincoln's Birthday 14 Valentine's Day 15 Ash Wednesday 21 Washington's Birthday - Obsvd 22 Washington's Birthday <b>MARCH</b> 17 St. Patrick's Day 27 Palm Sunday 29 Passover Begins <b>APRIL</b> 1 Good Friday 3 Easter Sunday <b>MAY</b> 8 Mother's Day 21 Armed Forces Day 23 Victoria Day (Canada) 30 Memorial Day <b>JUNE</b> 14 Flag Day 19 Father's Day <b>JULY</b> 1 Dominion Day (Canada) 4 Independence Day <b>SEPTEMBER</b> 5 Labor Day 8 Rosh Hashanah 17 Yom Kippur <b>OCTOBER</b> 10 Thanksgiving Day (Canada) 12 Columbus Day - Obsvd 24 United Nations Day 31 Halloween <b>NOVEMBER</b> 8 Election Day 11 Veterans Day 24 Thanksgiving Day <b>DECEMBER</b> 1 Hanukkah 25 Christmas Day	S M T W T F S 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 <b>AUGUST</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 <b>SEPTEMBER</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 <b>OCTOBER</b> 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 <b>NOVEMBER</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 <b>DECEMBER</b> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

FIRST SEMESTER	
Sept. 1, 2	New Employees
Sept. 6	Labor Day
Sept. 7	All Employee Orient.
Sept. 8	First Day of School A.M. Instruction  P.M. Employee Planning
Nov. 9, 10	Parent Teacher Conf.- Evening
Nov. 11	Elementary & Secondary A.M. Instruction P.M. Conf.
Nov. 12	No School
Nov. 25-26	Thanksgiving Recess
Dec. 20 - 31	Winter Recess
Jan. 26, 27 & 28	Senior High - A.M. Exams P.M. Correct Exams Elementary/Middle Instruction All Day
Jan. 28	End of First Semester

SECOND SEMESTER	
Jan. 31	Second Semester Begins
Mar. 29, 30	Parent Teacher Conf.- Evening
Mar. 31	Elementary & Secondary A.M. Instruction P.M. Conf.
April 1	Good Friday - No School
April 4-8	Spring Recess
May 30	Memorial Day - No School
June 14	Secondary (7-12) A.M. Exams P.M. Correct Exams
June 15, 16	Elementary (K-6) Instruction All Day Secondary (7-12) A.M. Exams P.M. Correct Exams
June 17	Elementary (K-6) A.M. Instruction P.M. Records No Students Records Year End Closing

To determine daily pay rate, divide annual salary by 193 (186 work days plus 7 holidays).

36 WEEK  
COMMUNITY EDUCATION  
APPENDIX A-1

# 1982

# 1983

JANUARY	IMPORTANT DATES	JULY
S M T W T F S		S M T W T F S
3 4 5 6 7 8 9		4 5 6 7 8 9 10
10 11 12 13 14 15 16		11 12 13 14 15 16 17
17 18 19 20 21 22 23	1 New Year's Day	18 19 20 21 22 23 24
24 25 26 27 28 29 30	15 Martin Luther King, Jr.'s Birthday	25 26 27 28 29 30 31
31		
FEBRUARY	AUGUST	
S M T W T F S	S M T W T F S	
1 2 3 4 5 6	1 2 3 4 5 6 7	
7 8 9 10 11 12 13	8 9 10 11 12 13 14	
14 15 16 17 18 19 20	15 16 17 18 19 20 21	
21 22 23 24 25 26 27	22 23 24 25 26 27 28	
28	29 30 31	
MARCH	SEPTEMBER	
S M T W T F S	S M T W T F S	
1 2 3 4 5 6	5 6 7 8 9 10 11	
7 8 9 10 11 12 13	12 13 14 15 16 17 18	
14 15 16 17 18 19 20	19 20 21 22 23 24 25	
21 22 23 24 25 26 27	26 27 28 29 30	
28 29 30 31		
APRIL	OCTOBER	
S M T W T F S	S M T W T F S	
1 2 3	3 4 5 6 7 8 9	
4 5 6 7 8 9 10	10 11 12 13 14 15 16	
11 12 13 14 15 16 17	17 18 19 20 21 22 23	
18 19 20 21 22 23 24	24 25 26 27 28 29 30	
25 26 27 28 29 30		
MAY	NOVEMBER	
S M T W T F S	S M T W T F S	
1	1 2 3 4 5	
2 3 4 5 6 7 8	6 7 8 9 10 11 12	
9 10 11 12 13 14 15	13 14 15 16 17 18 19	
16 17 18 19 20 21 22	20 21 22 23 24 25 26	
23 24 25 26 27 28 29	27 28 29 30	
30 31		
JUNE	DECEMBER	
S M T W T F S	S M T W T F S	
1 2 3 4 5	1 2 3 4	
6 7 8 9 10 11 12	5 6 7 8 9 10 11	
13 14 15 16 17 18 19	12 13 14 15 16 17 18	
20 21 22 23 24 25 26	19 20 21 22 23 24 25	
27 28 29 30	26 27 28 29 30	

JANUARY	IMPORTANT DATES	JULY
S M T W T F S		S M T W T F S
2 3 4 5 6 7 8		3 4 5 6 7 8 9
9 10 11 12 13 14 15	1 New Year's Day	10 11 12 13 14 15 16
16 17 18 19 20 21 22	15 Martin Luther King, Jr.'s Birthday	17 18 19 20 21 22 23
23 24 25 26 27 28 29		24 25 26 27 28 29 30
30 31		31
FEBRUARY	AUGUST	
S M T W T F S	S M T W T F S	
3 4 5 6 7 8	1 2 3 4 5 6	
9 10 11 12 13 14	7 8 9 10 11 12 13	
15 16 17 18 19 20 21	14 15 16 17 18 19 20	
22 23 24 25 26 27 28	21 22 23 24 25 26 27	
29	28 29 30 31	
MARCH	SEPTEMBER	
S M T W T F S	S M T W T F S	
6 7 8 9 10 11 12	4 5 6 7 8 9 10	
13 14 15 16 17 18 19	11 12 13 14 15 16 17	
20 21 22 23 24 25 26	18 19 20 21 22 23 24	
27 28 29 30 31	25 26 27 28 29 30	
APRIL	OCTOBER	
S M T W T F S	S M T W T F S	
3 4 5 6 7 8 9	2 3 4 5 6 7 8	
10 11 12 13 14 15 16	9 10 11 12 13 14 15	
17 18 19 20 21 22 23	16 17 18 19 20 21 22	
24 25 26 27 28 29 30	23 24 25 26 27 28 29	
MAY	NOVEMBER	
S M T W T F S	S M T W T F S	
1 2 3 4 5 6 7	1 2 3 4 5	
8 9 10 11 12 13 14	6 7 8 9 10 11 12	
15 16 17 18 19 20 21	13 14 15 16 17 18 19	
22 23 24 25 26 27 28	20 21 22 23 24 25 26	
29 30 31	27 28 29 30	
JUNE	DECEMBER	
S M T W T F S	S M T W T F S	
5 6 7 8 9 10 11	4 5 6 7 8 9 10	
12 13 14 15 16 17 18	11 12 13 14 15 16 17	
19 20 21 22 23 24 25	18 19 20 21 22 23 24	
26 27 28 29 30	25 26 27 28 29 30 31	

FIRST SEMESTER		SECOND SEMESTER	
Sept. 1, 2	New Employees	Jan. 24	Second Semester Begins
Sept. 6	Labor Day	April 1	Good Friday - No School
Sept. 7-10	Employees - No Students	April 4-8	Spring Recess
Sept. 13	First Day of School	May 30	Memorial Day
Nov. 12	No School	June 6	Last Day of School
Nov. 25, 26	Thanksgiving Recess	June 7	No Students
Dec. 20-31	Winter Recess		Records Day
Jan. 21	End of First Semester		

To determine daily pay rate, divide annual salary by 183 (176 work days plus 7 holidays).

230-DAY PROGRAM CALENDAR  
APPENDIX A-1

# 1982 1983

1982		1983	
JANUARY	IMPORTANT DATES	JANUARY	IMPORTANT DATES
S M T W T F S	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
JANUARY	1 New Year's Day 15 Martin Luther King, Jr.'s Birthday	JANUARY	1 New Year's Day 15 Martin Luther King, Jr.'s Birthday
FEBRUARY	12 Lincoln's Birthday 14 Valentine's Day 15 Washington's Birthday 22 Washington's Birthday 24 Ash Wednesday	FEBRUARY	12 Lincoln's Birthday 14 Valentine's Day 15 Ash Wednesday 21 Washington's Birthday Obsvd 22 Washington's Birthday
MARCH	17 St. Patrick's Day	MARCH	17 St. Patrick's Day 27 Palm Sunday 29 Passover Begins
APRIL	4 Palm Sunday 8 Passover Begins 9 Good Friday 11 Easter Sunday	APRIL	1 Good Friday 3 Easter Sunday
MAY	1 Mother's Day 15 Armed Forces Day 24 Victoria Day (Canada) 30 Memorial Day	MAY	8 Mother's Day 21 Armed Forces Day 23 Victoria Day (Canada) 30 Memorial Day
JUNE	14 Flag Day 20 Father's Day	JUNE	14 Flag Day 19 Father's Day
JULY	1 Dominion Day (Canada) 4 Independence Day	JULY	1 Dominion Day (Canada) 4 Independence Day
SEPTEMBER	5 Labor Day 18 Rosh Hashanah 27 Yom Kippur	SEPTEMBER	5 Labor Day 8 Rosh Hashanah 17 Yom Kippur
OCTOBER	11 Thanksgiving Day (Canada) 12 Columbus Day Obsvd 24 United Nations Day 31 Halloween	OCTOBER	11 Thanksgiving Day (Canada) 12 Columbus Day 24 United Nations Day 31 Halloween
NOVEMBER	2 Veterans Day 11 Thanksgiving Day 25 Hanukkah 25 Christmas Day	NOVEMBER	8 Election Day 11 Veterans Day 24 Thanksgiving Day
DECEMBER	2 Hanukkah 25 Christmas Day	DECEMBER	1 Hanukkah 25 Christmas Day

FIRST SEMESTER		SECOND SEMESTER	
Sept. 1, 2	New Employees	Jan. 31	Second Semester Begins
Sept. 6	Labor Day	Mar. 29, 30	Parent Teacher Conf.- Evening
Sept. 7	All Employee Orient.	Mar. 31	A.M. Instruction
Sept. 8	First Day of School		P.M. Conf.
	A.M. Instruction	April 1	Good Friday - No School
	P.M. Employee Planning	April 4-8	Spring Recess
Nov. 9, 10	Parent-Teacher Conf.- Evening	May 30	Memorial Day - No School
Nov. 11	A.M. Instruction	June 16	A.M. Instruction
	P.M. Conferences		P.M. Records
Nov. 12	No School	June 17	No Students
Nov. 25, 26	Thanksgiving Recess		Records
Dec. 20-31	Winter Recess	June 20	Summer Semester Begins
Jan. 28	End of First Semester	July 4	No School
		Aug. 26	Summer Semester Ends

To determine daily pay rate, divide annual salary by 237 (229 work days plus 8 holidays).

# 1983

JANUARY	IMPORTANT DATES	JULY
S M T W T F S		S M T W T F S
1		1 2
2 3 4 5 6 7 8		3 4 5 6 7 8 9
9 10 11 12 13 14 15	JANUARY	10 11 12 13 14 15 16
16 17 18 19 20 21 22	1 New Year's Day	17 18 19 20 21 22 23
23 24 25 26 27 28 29	15 Martin Luther King, Jr.'s Birthday	24 25 26 27 28 29 30
30 31		31
FEBRUARY	FEBRUARY	AUGUST
S M T W T F S		S M T W T F S
1 2 3 4 5	12 Lincoln's Birthday	1 2 3 4 5 6
6 7 8 9 10 11 12	14 Valentine's Day	7 8 9 10 11 12 13
13 14 15 16 17 18 19	16 Ash Wednesday	14 15 16 17 18 19 20
20 21 22 23 24 25 26	21 Washington's Birthday - Obsvd	21 22 23 24 25 26 27
27 28	22 Washington's Birthday	28 29 30 31
MARCH	MARCH	SEPTEMBER
S M T W T F S		S M T W T F S
1 2 3 4 5	17 St. Patrick's Day	1 2 3
6 7 8 9 10 11 12	27 Palm Sunday	4 5 6 7 8 9 10
13 14 15 16 17 18 19	29 Passover Begins	11 12 13 14 15 16 17
20 21 22 23 24 25 26		18 19 20 21 22 23 24
27 28 29 30 31	APRIL	25 26 27 28 29 30 31
APRIL		OCTOBER
S M T W T F S		S M T W T F S
1 2	1 Good Friday	1
3 4 5 6 7 8 9	3 Easter Sunday	2 3 4 5 6 7 8
10 11 12 13 14 15 16		9 10 11 12 13 14 15
17 18 19 20 21 22 23	MAY	16 17 18 19 20 21 22
24 25 26 27 28 29 30	5 Mother's Day	23 24 25 26 27 28 29
MAY		30
S M T W T F S		NOVEMBER
1 2 3 4 5 6 7	21 Armed Forces Day	S M T W T F S
8 9 10 11 12 13 14	23 Victoria Day (Canada)	1 2 3 4 5 6 7
15 16 17 18 19 20 21	30 Memorial Day	8 9 10 11 12 13 14
22 23 24 25 26 27 28	JUNE	15 16 17 18 19 20 21
29 30 31	14 Flag Day	22 23 24 25 26 27 28
APRIL		29 30
S M T W T F S		DECEMBER
1 2	19 Father's Day	S M T W T F S
3 4 5 6 7 8 9	JULY	1 2 3
10 11 12 13 14 15 16	1 Dominion Day (Canada)	4 5 6 7 8 9 10
17 18 19 20 21 22 23	4 Independence Day	11 12 13 14 15 16 17
24 25 26 27 28 29 30	SEPTMBER	18 19 20 21 22 23 24
MAY		25 26 27 28 29 30 31
S M T W T F S		NOVEMBER
1 2 3 4 5 6 7	5 Labor Day	S M T W T F S
8 9 10 11 12 13 14	8 Rosh Hashanah	1 2 3
15 16 17 18 19 20 21	17 Yom Kippur	4 5 6 7 8 9 10
22 23 24 25 26 27 28	OCTOBER	11 12 13 14 15 16 17
29 30 31		18 19 20 21 22 23 24
JUNE		25 26 27 28 29 30
S M T W T F S		DECEMBER
1 2 3 4	10 Thanksgiving Day	S M T W T F S
5 6 7 8 9 10 11	Canada	1 2 3 4 5 6 7 8
12 13 14 15 16 17 18	10 Columbus Day - Obsvd	9 10 11 12 13 14 15
19 20 21 22 23 24 25	12 Columbus Day	16 17 18 19 20 21 22
26 27 28 29 30	24 United Nations Day	23 24 25 26 27 28 29
JULY		30 31
S M T W T F S		NOVEMBER
1 2 3 4	1 Election Day	S M T W T F S
5 6 7 8 9 10 11	11 Veterans Day	1 2 3
12 13 14 15 16 17 18	24 Thanksgiving Day	4 5 6 7 8 9 10
19 20 21 22 23 24 25	DECEMBER	11 12 13 14 15 16 17
26 27 28 29 30	1 Hanukkah	18 19 20 21 22 23 24
AUGUST		25 26 27 28 29 30 31
S M T W T F S		DECEMBER
1 2	25 Christmas Day	S M T W T F S
3 4 5 6 7 8 9		1 2 3 4 5 6 7 8
10 11 12 13 14 15 16		9 10 11 12 13 14 15
17 18 19 20 21 22 23		16 17 18 19 20 21 22
24 25 26 27 28 29 30		23 24 25 26 27 28 29
31		30 31

# 1984

JANUARY	IMPORTANT DATES	JULY
S M T W T F S		S M T W T F S
1 2 3 4 5 6 7		1 2 3 4 5 6 7
8 9 10 11 12 13 14	JANUARY	8 9 10 11 12 13 14
15 16 17 18 19 20 21	1 New Year's Day	15 16 17 18 19 20 21
22 23 24 25 26 27 28	15 Martin Luther King, Jr.'s Birthday	22 23 24 25 26 27 28
29 30 31		29 30 31
FEBRUARY	FEBRUARY	AUGUST
S M T W T F S		S M T W T F S
1 2 3 4 5 6	12 Lincoln's Birthday	1 2 3 4
7 8 9 10 11 12	14 Valentine's Day	5 6 7 8 9 10 11
13 14 15 16 17 18 19	20 Washington's Birthday - Obsvd	12 13 14 15 16 17 18
20 21 22 23 24 25 26	22 Washington's Birthday	19 20 21 22 23 24 25
27 28	MARCH	26 27 28 29 30 31
MARCH		SEPTEMBER
S M T W T F S		S M T W T F S
1 2 3 4 5	17 St. Patrick's Day	1 2 3
6 7 8 9 10 11 12	15 Palm Sunday	4 5 6 7 8 9 10
13 14 15 16 17 18 19	17 Passover Begins	11 12 13 14 15 16 17
20 21 22 23 24 25 26	20 Good Friday	18 19 20 21 22 23 24
27 28 29 30 31	22 Easter Sunday	25 26 27 28 29 30 31
APRIL		OCTOBER
S M T W T F S		S M T W T F S
1 2 3 4 5 6 7	MAY	1 2 3 4 5 6
8 9 10 11 12 13 14	13 Mother's Day	7 8 9 10 11 12 13
15 16 17 18 19 20 21	19 Armed Forces Day	14 15 16 17 18 19 20
22 23 24 25 26 27 28	21 Victoria Day (Canada)	21 22 23 24 25 26 27
29 30	28 Memorial Day - Obsvd	28 29 30 31
APRIL		NOVEMBER
S M T W T F S		S M T W T F S
1 2 3 4 5 6 7	JUNE	1 2 3
8 9 10 11 12 13 14	14 Flag Day	4 5 6 7 8 9 10
15 16 17 18 19 20 21	17 Father's Day	11 12 13 14 15 16 17
22 23 24 25 26 27 28	JULY	18 19 20 21 22 23 24
29 30	2 Dominion Day (Canada)	25 26 27 28 29 30
MAY		DECEMBER
S M T W T F S		S M T W T F S
1 2 3 4 5 6 7	4 Independence Day	1 2 3 4 5 6 7 8
8 9 10 11 12 13 14	SEPTMBER	9 10 11 12 13 14 15
15 16 17 18 19 20 21	3 Labor Day	16 17 18 19 20 21 22
22 23 24 25 26 27 28	27 Rosh Hashanah	23 24 25 26 27 28 29
29 30 31	OCTOBER	30 31
APRIL		NOVEMBER
S M T W T F S		S M T W T F S
1 2 3 4 5 6 7	6 Yom Kippur	1 2 3
8 9 10 11 12 13 14	8 Thanksgiving Day	4 5 6 7 8 9 10
15 16 17 18 19 20 21	(Canada)	11 12 13 14 15 16 17
22 23 24 25 26 27 28	8 Columbus Day - Obsvd	18 19 20 21 22 23 24
29 30	12 Columbus Day	25 26 27 28 29 30
MAY		DECEMBER
S M T W T F S		S M T W T F S
1 2 3 4 5 6 7	24 United Nations Day	1 2 3 4 5 6 7 8
8 9 10 11 12 13 14	31 Halloween	9 10 11 12 13 14 15
15 16 17 18 19 20 21	NOVEMBER	16 17 18 19 20 21 22
22 23 24 25 26 27 28		23 24 25 26 27 28 29
29 30 31	6 Election Day	30 31
JUNE		DECEMBER
S M T W T F S		S M T W T F S
1 2 3 4 5 6 7	11 Veterans Day	1 2 3 4 5 6 7 8
8 9 10 11 12 13 14	22 Thanksgiving Day	9 10 11 12 13 14 15
15 16 17 18 19 20 21	DECEMBER	16 17 18 19 20 21 22
22 23 24 25 26 27 28	1 Hanukkah	23 24 25 26 27 28 29
29 30	25 Christmas Day	30 31
JULY		NOVEMBER
S M T W T F S		S M T W T F S
1 2 3 4 5 6 7		1 2 3
8 9 10 11 12 13 14		4 5 6 7 8 9 10
15 16 17 18 19 20 21		11 12 13 14 15 16 17
22 23 24 25 26 27 28		18 19 20 21 22 23 24
29 30 31		25 26 27 28 29 30

FIRST SEMESTER	
Aug. 31,	
Sept. 1	New Employees
Sept. 5	Labor Day
Sept. 6	All Employees Orient.
Sept. 7	First Day of School
	A.M. Instruction
	P.M. Employees Planning
Nov. 8,9	Parent-Teacher Conf.-
	Evening
Nov. 10	Elementary & Secondary
	A.M. Instruction
	P.M. Conf.
Nov. 11	No School
Nov. 24,25	Thanksgiving Recess
Dec. 26 -	Winter Recess
Jan. 6	
Jan. 25,	Senior High - A.M. Exams
26, 27	P.M. Correct Exams
	Elementary/Middle
	Instruction All Day
Jan. 27	End of First Semester

SECOND SEMESTER	
Jan. 30	Second Semester Begins
Mar. 27,28	Parent Teacher Conf.-
	Evening
Mar. 29	Elementary & Secondary
	A.M. Instruction
	P.M. Conf.
Mar. 30	No School
April 2-6	Spring Recess
April 20	Good Friday - No School
May 28	Memorial Day - No School
June 12	Secondary (7-12)
	A.M. Exams
	P.M. Correct Exams
	Elementary (K-6)
	Instruction All Day
June 13,14	Secondary (7-12)
	A.M. Exams
	P.M. Correct Exams
	Elementary (K-6)
	A.M. Instruction
	P.M. Records
June 15	No Students

To determine daily pay rate, divide annual salary by 192 (185 work days plus 7 holidays).

38 WEEK  
COMMUNITY EDUCATION  
APPENDIX A-2

# 1983

JANUARY	IMPORTANT DATES	JULY
S M T W T F S		S M T W T F S
1		1 2
2 3 4 5 6 7 8		3 4 5 6 7 8 9
9 10 11 12 13 14 15		10 11 12 13 14 15 16
16 17 18 19 20 21 22	JANUARY	17 18 19 20 21 22 23
23 24 25 26 27 28 29	1 New Year's Day	24 25 26 27 28 29 30
30 31	15 Martin Luther King, Jr.'s Birthday	31
	FEBRUARY	AUGUST
S M T W T F S		S M T W T F S
1 2 3 4 5	12 Lincoln's Birthday	1 2 3 4 5 6
6 7 8 9 10 11 12	14 Valentine's Day	7 8 9 10 11 12 13
13 14 15 16 17 18 19	16 Ash Wednesday	14 15 16 17 18 19 20
20 21 22 23 24 25 26	21 Washington's Birthday - Obsvd	21 22 23 24 25 26 27
27 28	22 Washington's Birthday	28 29 30 31
	MARCH	SEPTEMBER
S M T W T F S		S M T W T F S
1 2 3 4 5	17 St. Patrick's Day	1 2 3 4 5 6 7 8
6 7 8 9 10 11 12	27 Palm Sunday	9 10 11 12 13 14 15
13 14 15 16 17 18 19	29 Passover Begins	16 17 18 19 20 21 22
20 21 22 23 24 25 26		23 24 25 26 27 28 29
27 28 29 30 31		30
	APRIL	OCTOBER
S M T W T F S		S M T W T F S
1 2 3 4 5	1 Good Friday	1 2 3 4 5 6 7 8
6 7 8 9 10 11 12	3 Easter Sunday	9 10 11 12 13 14 15
13 14 15 16 17 18 19		16 17 18 19 20 21 22
20 21 22 23 24 25 26	MAY	23 24 25 26 27 28 29
27 28 29 30 31	8 Mother's Day	30
	21 Armed Forces Day	
	23 Victoria Day (Canada)	
	30 Memorial Day	
	JUNE	
	14 Flag Day	
	19 Father's Day	
	JULY	
	1 Dominion Day (Canada)	
	4 Independence Day	
	SEPTMBER	
	5 Labor Day	
	8 Rosh Hashanah	
	17 Yom Kippur	
	OCTOBER	
	10 Thanksgiving Day	
	11 Veterans Day	
	24 Thanksgiving Day	
	NOVEMBER	
	8 Election Day	
	11 Veterans Day	
	24 Thanksgiving Day	
	DECEMBER	
	4 Hanukkah	
	25 Christmas Day	

# 1984

JANUARY	IMPORTANT DATES	JULY
S M T W T F S		S M T W T F S
1 2 3 4 5 6 7		1 2 3 4 5 6 7
8 9 10 11 12 13 14		8 9 10 11 12 13 14
15 16 17 18 19 20 21	JANUARY	15 16 17 18 19 20 21
22 23 24 25 26 27 28	1 New Year's Day	22 23 24 25 26 27 28
29 30 31	15 Martin Luther King, Jr.'s Birthday	29 30 31
	FEBRUARY	AUGUST
S M T W T F S		S M T W T F S
1 2 3 4 5 6 7	12 Lincoln's Birthday	1 2 3 4
8 9 10 11 12 13 14	14 Valentine's Day	5 6 7 8 9 10 11
15 16 17 18 19 20 21	20 Washington's Birthday - Obsvd	12 13 14 15 16 17 18
22 23 24 25 26 27 28	22 Washington's Birthday	19 20 21 22 23 24 25
29 30	MARCH	26 27 28 29 30 31
	7 Ash Wednesday	
	17 St. Patrick's Day	
	APRIL	
	15 Palm Sunday	
	17 Passover Begins	
	20 Good Friday	
	22 Easter Sunday	
	MAY	
	13 Mother's Day	
	18 Armed Forces Day	
	21 Victoria Day (Canada)	
	28 Memorial Day - Obsvd	
	30 Memorial Day	
	JUNE	
	14 Flag Day	
	17 Father's Day	
	JULY	
	2 Dominion Day (Canada)	
	4 Independence Day	
	SEPTMBER	
	3 Labor Day	
	27 Rosh Hashanah	
	OCTOBER	
	6 Yom Kippur	
	8 Thanksgiving Day	
	11 Veterans Day	
	24 Thanksgiving Day	
	NOVEMBER	
	8 Election Day	
	11 Veterans Day	
	22 Thanksgiving Day	
	DECEMBER	
	4 Hanukkah	
	25 Christmas Day	

FIRST SEMESTER	
Aug. 18, 19	In-service
Aug. 22	Recruitment Begins
Aug. 31	New Employees
Sept. 1	New Employees
Sept. 5	Labor Day
Sept. 6-9	Employees - No Students
Sept. 12	First Day of School
Nov. 11	No School
Nov. 24, 25	Thanksgiving Recess
Dec. 26 -	Winter Recess
Jan. 6	
Jan. 27	End of First Semester

SECOND SEMESTER	
Jan. 30	Second Semester Begins
Mar. 30	No School
Apr. 2-6	Spring Recess
Apr. 20	Good Friday - No School
May 28	Memorial Day - No School
June 4	Last Day of School
June 5	No Students
	Records Year End Closing

To determine daily pay rate, divide annual salary by 192 (185 work days plus 7 holidays).

36 WEEK  
COMMUNITY EDUCATION  
APPENDIX A-2

# 1983

# 1984

JANUARY	IMPORTANT DATES	JULY
S M T W T F S		S M T W T F S
1		1 2
2 3 4 5 6 7 8		3 4 5 6 7 8 9
9 10 11 12 13 14 15		10 11 12 13 14 15 16
16 17 18 19 20 21 22		17 18 19 20 21 22 23
23 24 25 26 27 28 29		24 25 26 27 28 29 30
30 31		31
<b>FEBRUARY</b>	<b>JANUARY</b>	<b>AUGUST</b>
S M T W T F S		S M T W T F S
1 2 3 4 5	1 New Year's Day	1 2 3 4 5 6
6 7 8 9 10 11 12	15 Martin Luther King Jr. Day	7 8 9 10 11 12 13
13 14 15 16 17 18 19		14 15 16 17 18 19 20
20 21 22 23 24 25 26		21 22 23 24 25 26 27
27 28		28 29 30 31
<b>MARCH</b>	<b>FEBRUARY</b>	<b>SEPTEMBER</b>
S M T W T F S		S M T W T F S
1 2 3 4 5	12 Lincoln's Birthday	1 2 3 4 5 6
6 7 8 9 10 11 12	14 Valentine's Day	7 8 9 10 11 12 13
13 14 15 16 17 18 19	20 Washington's Birthday - Obsvd	14 15 16 17 18 19 20
20 21 22 23 24 25 26		21 22 23 24 25 26 27
27 28 29		28 29 30
<b>APRIL</b>	<b>MARCH</b>	<b>OCTOBER</b>
S M T W T F S		S M T W T F S
1 2 3 4 5	15 Palm Sunday	1 2 3 4 5 6
6 7 8 9 10 11 12	17 Pi Day	7 8 9 10 11 12 13
13 14 15 16 17 18 19	20 Good Friday	14 15 16 17 18 19 20
20 21 22 23 24 25 26	22 Easter Sunday	21 22 23 24 25 26 27
27 28 29		28 29 30
<b>MAY</b>	<b>APRIL</b>	<b>NOVEMBER</b>
S M T W T F S		S M T W T F S
1 2 3 4 5 6 7	15 Palm Sunday	1 2 3 4 5 6
8 9 10 11 12 13 14	17 Pi Day	7 8 9 10 11 12 13
15 16 17 18 19 20 21	20 Good Friday	14 15 16 17 18 19 20
22 23 24 25 26 27 28	22 Easter Sunday	21 22 23 24 25 26 27
29 30 31		28 29 30
<b>JUNE</b>	<b>MAY</b>	<b>DECEMBER</b>
S M T W T F S		S M T W T F S
1 2 3 4 5 6 7	1 Mother's Day	1 2 3 4 5 6 7
8 9 10 11 12 13 14	13 Mother's Day	8 9 10 11 12 13 14
15 16 17 18 19 20 21	19 Armed Forces Day	15 16 17 18 19 20 21
22 23 24 25 26 27 28	21 Victoria Day (Canada)	22 23 24 25 26 27 28
29 30	28 Memorial Day - Obsvd	29 30 31

JANUARY	IMPORTANT DATES	JULY
S M T W T F S		S M T W T F S
1 2 3 4 5 6 7		1 2 3 4 5 6 7
8 9 10 11 12 13 14		8 9 10 11 12 13 14
15 16 17 18 19 20 21		15 16 17 18 19 20 21
22 23 24 25 26 27 28		22 23 24 25 26 27 28
29 30 31		29 30 31
<b>FEBRUARY</b>	<b>JANUARY</b>	<b>AUGUST</b>
S M T W T F S		S M T W T F S
1 2 3 4 5 6 7	1 New Year's Day	1 2 3 4 5 6 7
8 9 10 11 12 13 14	15 Martin Luther King Jr. Day	8 9 10 11 12 13 14
15 16 17 18 19 20 21		15 16 17 18 19 20 21
22 23 24 25 26 27 28		22 23 24 25 26 27 28
29		29 30 31
<b>MARCH</b>	<b>FEBRUARY</b>	<b>SEPTEMBER</b>
S M T W T F S		S M T W T F S
1 2 3 4 5 6 7	12 Lincoln's Birthday	1 2 3 4 5 6
8 9 10 11 12 13 14	14 Valentine's Day	7 8 9 10 11 12 13
15 16 17 18 19 20 21	20 Washington's Birthday - Obsvd	14 15 16 17 18 19 20
22 23 24 25 26 27 28		21 22 23 24 25 26 27
29		28 29 30
<b>APRIL</b>	<b>MARCH</b>	<b>OCTOBER</b>
S M T W T F S		S M T W T F S
1 2 3 4 5 6 7	15 Palm Sunday	1 2 3 4 5 6
8 9 10 11 12 13 14	17 Pi Day	7 8 9 10 11 12 13
15 16 17 18 19 20 21	20 Good Friday	14 15 16 17 18 19 20
22 23 24 25 26 27 28	22 Easter Sunday	21 22 23 24 25 26 27
29		28 29 30
<b>MAY</b>	<b>APRIL</b>	<b>NOVEMBER</b>
S M T W T F S		S M T W T F S
1 2 3 4 5 6 7	15 Palm Sunday	1 2 3 4 5 6
8 9 10 11 12 13 14	17 Pi Day	7 8 9 10 11 12 13
15 16 17 18 19 20 21	20 Good Friday	14 15 16 17 18 19 20
22 23 24 25 26 27 28	22 Easter Sunday	21 22 23 24 25 26 27
29		28 29 30
<b>JUNE</b>	<b>MAY</b>	<b>DECEMBER</b>
S M T W T F S		S M T W T F S
1 2 3 4 5 6 7	1 Mother's Day	1 2 3 4 5 6 7
8 9 10 11 12 13 14	13 Mother's Day	8 9 10 11 12 13 14
15 16 17 18 19 20 21	19 Armed Forces Day	15 16 17 18 19 20 21
22 23 24 25 26 27 28	21 Victoria Day (Canada)	22 23 24 25 26 27 28
29	28 Memorial Day - Obsvd	29 30 31

FIRST SEMESTER	SECOND SEMESTER
Aug. 31	Jan. 30
Sept. 1	Mar. 30
Sept. 5	Apr. 2-6
Sept. 6-9	Apr. 20
Sept. 12	May 28
Nov. 11	June 4
Nov. 24, 25	June 5
Dec. 26 -	
Jan. 6	
Jan. 27	
New Employees	Second Semester Begins
New Employees	No School
Labor Day	Spring Recess
Employees - No Students	Good Friday - No School
First Day of School	Memorial Day - No School
No School	Last Day of School
Thanksgiving Recess	No Students
Winter Recess	Records Year End Closing
End of First Semester	

To determine daily pay rate, divide annual salary by 182 (175 work days plus 7 holidays).

# 1983

JANUARY	IMPORTANT DATES	JULY
S M T W T F S		S M T W T F S
2 3 4 5 6 7 8		3 4 5 6 7 8 9
9 10 11 12 13 14 15		10 11 12 13 14 15 16
16 17 18 19 20 21 22		17 18 19 20 21 22 23
23 24 25 26 27 28 29		24 25 26 27 28 29 30
30 31		31
FEBRUARY		AUGUST
S M T W T F S		S M T W T F S
1 2 3 4 5		1 2 3 4 5 6
6 7 8 9 10 11 12		7 8 9 10 11 12 13
13 14 15 16 17 18 19		14 15 16 17 18 19 20
20 21 22 23 24 25 26		21 22 23 24 25 26 27
27 28		28 29 30 31
MARCH		SEPTEMBER
S M T W T F S		S M T W T F S
1 2 3 4 5		4 5 6 7 8 9 10
6 7 8 9 10 11 12		11 12 13 14 15 16 17
13 14 15 16 17 18 19		18 19 20 21 22 23 24
20 21 22 23 24 25 26		25 26 27 28 29 30
27 28 29 30 31		
APRIL		OCTOBER
S M T W T F S		S M T W T F S
3 4 5 6 7 8 9		1 2 3 4 5 6 7
10 11 12 13 14 15 16		8 9 10 11 12 13 14
17 18 19 20 21 22 23		15 16 17 18 19 20 21
24 25 26 27 28 29 30		22 23 24 25 26 27 28
MAY		NOVEMBER
S M T W T F S		S M T W T F S
1 2 3 4 5 6 7		5 6 7 8 9 10 11 12
8 9 10 11 12 13 14		13 14 15 16 17 18 19
15 16 17 18 19 20 21		20 21 22 23 24 25 26
22 23 24 25 26 27 28		27 28 29 30
29 30 31		
JUNE		DECEMBER
S M T W T F S		S M T W T F S
1 2 3 4		4 5 6 7 8 9 10
5 6 7 8 9 10 11		11 12 13 14 15 16 17
12 13 14 15 16 17 18		18 19 20 21 22 23 24
19 20 21 22 23 24 25		25 26 27 28 29 30 31
26 27 28 29 30		

# 1984

JANUARY	IMPORTANT DATES	JULY
S M T W T F S		S M T W T F S
1 2 3 4 5 6 7		1 2 3 4 5 6 7
8 9 10 11 12 13 14		8 9 10 11 12 13 14
15 16 17 18 19 20 21		15 16 17 18 19 20 21
22 23 24 25 26 27 28		22 23 24 25 26 27 28
29 30 31		29 30 31
FEBRUARY		AUGUST
S M T W T F S		S M T W T F S
5 6 7 8 9 10 11		5 6 7 8 9 10 11
12 13 14 15 16 17 18		12 13 14 15 16 17 18
19 20 21 22 23 24 25		19 20 21 22 23 24 25
26 27 28		26 27 28 29 30 31
MARCH		SEPTEMBER
S M T W T F S		S M T W T F S
4 5 6 7 8 9 10		2 3 4 5 6 7 8
11 12 13 14 15 16 17		9 10 11 12 13 14 15
18 19 20 21 22 23 24		16 17 18 19 20 21 22
25 26 27 28 29 30 31		23 24 25 26 27 28 29
APRIL		OCTOBER
S M T W T F S		S M T W T F S
1 2 3 4 5 6 7		1 2 3 4 5 6 7
8 9 10 11 12 13 14		8 9 10 11 12 13 14
15 16 17 18 19 20 21		15 16 17 18 19 20 21
22 23 24 25 26 27 28		22 23 24 25 26 27 28
29 30		29 30 31
MAY		NOVEMBER
S M T W T F S		S M T W T F S
6 7 8 9 10 11 12		6 7 8 9 10 11 12
13 14 15 16 17 18 19		13 14 15 16 17 18 19
20 21 22 23 24 25 26		20 21 22 23 24 25 26
27 28 29 30 31		27 28 29 30
JUNE		DECEMBER
S M T W T F S		S M T W T F S
3 4 5 6 7 8 9		3 4 5 6 7 8 9
10 11 12 13 14 15 16		10 11 12 13 14 15 16
17 18 19 20 21 22 23		17 18 19 20 21 22 23
24 25 26 27 28 29 30		24 25 26 27 28 29 30 31

FIRST SEMESTER	
Aug. 31,	
Sept. 1	New Employees
Sept. 5	Labor Day
Sept. 6	All Employees Orient.
Sept. 7	First Day of School
	A.M. Instruction
	P.M. Employees Planning
Nov. 8, 9	Parent Teacher Conf.-
	Evening
Nov. 10	
	A.M. Instruction
	P.M. Conf.
Nov. 11	No School
Nov. 24, 25	Thanksgiving Recess
Dec. 26 -	Winter Recess
Jan. 6	
Jan. 27	End of First Semester

SECOND SEMESTER	
Jan. 30	Second Semester Begins
Mar. 27,	Parent Teacher Conf. -
28	Evening
Mar. 29	
	A.M. Instruction
	P.M. Conf.
Mar. 30	No School
April 2-6	Spring Recess
April 20	Good Friday - No School
May 28	Memorial Day - No School
June 14	A.M. Instruction
	P.M. Conf.
June 15	No Students - Records
June 18	Summer Semester Begins
July 4	No School
Aug. 24	Summer Semester Ends

To determine daily pay rate, divide annual salary by 236 (228 work days plus 8 holidays).



# 1984

# 1985

JANUARY	IMPORTANT DATES	JULY
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>JANUARY</b> 1 New Year's Day 15 Martin Luther King, Jr.'s Birthday <b>FEBRUARY</b> 12 Lincoln's Birthday 14 Valentine's Day 20 Washington's Birthday - Obsvd. 22 Washington's Birthday <b>MARCH</b> 7 Ash Wednesday 7 St. Patrick's Day <b>APRIL</b> 15 Palm Sunday 17 Passover Begins 20 Good Friday 22 Easter Sunday <b>MAY</b> 13 Mother's Day 19 Armed Forces Day 21 Victoria Day (Canada) 28 Memorial Day - Obsvd. 30 Memorial Day <b>JUNE</b> 14 Flag Day 17 Father's Day <b>JULY</b> 2 Dominion Day (Canada) 4 Independence Day <b>SEPTEMBER</b> 3 Labor Day 27 Rosh Hashanah <b>OCTOBER</b> 6 Yom Kippur 8 Thanksgiving Day (Canada) 8 Columbus Day - Obsvd. 12 Columbus Day 24 United Nations Day 31 Halloween <b>NOVEMBER</b> 6 Election Day 11 Veterans Day 22 Thanksgiving Day <b>DECEMBER</b> 19 Hanukkah 25 Christmas Day	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 <b>AUGUST</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 <b>SEPTEMBER</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 <b>OCTOBER</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 <b>NOVEMBER</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 <b>DECEMBER</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

JANUARY	IMPORTANT DATES	JULY
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>JANUARY</b> 1 New Year's Day 15 Martin Luther King, Jr.'s Birthday <b>FEBRUARY</b> 12 Lincoln's Birthday 14 Valentine's Day 20 Washington's Birthday - Obsvd. 22 Washington's Birthday <b>MARCH</b> 7 St. Patrick's Day 31 Palm Sunday <b>APRIL</b> 5 Good Friday 8 Passover Begins 7 Easter Sunday <b>MAY</b> 12 Mother's Day 18 Armed Forces Day 20 Victoria Day (Canada) 27 Memorial Day - Obsvd. 30 Memorial Day <b>JUNE</b> 14 Flag Day 18 Father's Day <b>JULY</b> 1 Dominion Day (Canada) 4 Independence Day <b>SEPTEMBER</b> 2 Labor Day 18 Rosh Hashanah 25 Yom Kippur <b>OCTOBER</b> 12 Columbus Day 14 Columbus Day - Obsvd. 14 Thanksgiving Day (Canada) 24 United Nations Day 31 Halloween <b>NOVEMBER</b> 6 Election Day 11 Veterans Day 22 Thanksgiving Day 8 Hanukkah 25 Christmas Day	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 <b>AUGUST</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 <b>SEPTEMBER</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 <b>OCTOBER</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 <b>NOVEMBER</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 <b>DECEMBER</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

FIRST SEMESTER	
Aug. 29, 30	New Employees
Sept. 3	Labor Day
Sept. 5	First Day of School A.M. Instruction P.M. Employees Planning
Nov. 6, 7	Parent-Teacher Conf. Evening
Nov. 8	Elementary & Secondary A.M. Instruction P.M. Conf.
Nov. 9	No School
Nov. 22, 23	Thanksgiving Recess
Dec. 24 -	Winter Recess
Jan. 4	
Jan. 23, 24	Senior High - A.M. Exams P.M. Correct Exams Elementary/Middle Instruction All Day
Jan. 25	End of First Semester

SECOND SEMESTER	
Jan. 28	Second Semester Begins
Mar. 26,	Parent-Teacher Conf.
27	Evening
Mar. 28	Elementary & Secondary A.M. Instruction P.M. Conf.
Mar. 29	No School
Apr. 1-5	Spring Recess
May 27	Memorial Day - No School
June 12, 13	Secondary - A.M. Exams P.M. Correct Exams Elementary (K-6) A.M. Instruction P.M. Records
June 14	No Students - Records Year End Closing

To determine daily pay rate, divide annual salary by 193 (186 work days plus 7 holidays).

# 1984

# 1985

JANUARY	IMPORTANT DATES	JULY
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>JANUARY</b> 1 New Year's Day 15 Martin Luther King, Jr.'s Birthday	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>FEBRUARY</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	<b>FEBRUARY</b> 12 Lincoln's Birthday 14 Valentine's Day 20 Washington's Birthday - Obsv'd 22 Washington's Birthday <b>MARCH</b> 7 Ash Wednesday 17 St. Patrick's Day	<b>AUGUST</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>MARCH</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>APRIL</b> 15 Palm Sunday 17 Passover Begins 20 Good Friday 22 Easter Sunday	<b>SEPTEMBER</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>APRIL</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>MAY</b> 12 Mother's Day 18 Armed Forces Day 19 Victoria Day (Canada) 26 Memorial Day - Obsv'd	<b>OCTOBER</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>MAY</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>JUNE</b> 14 Flag Day 17 Father's Day	<b>NOVEMBER</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>JUNE</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>JULY</b> 2 Dominion Day (Canada) 4 Independence Day	<b>DECEMBER</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

JANUARY	IMPORTANT DATES	JULY
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>JANUARY</b> 1 New Year's Day 15 Martin Luther King, Jr.'s Birthday	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>FEBRUARY</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	<b>FEBRUARY</b> 12 Lincoln's Birthday 14 Valentine's Day 18 Washington's Birthday - Obsv'd 20 Ash Wednesday 22 Washington's Birthday <b>MARCH</b> 17 St. Patrick's Day 31 Palm Sunday	<b>AUGUST</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>MARCH</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>APRIL</b> 3 Good Friday 6 Passover Begins 7 Easter Sunday	<b>SEPTEMBER</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>APRIL</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>MAY</b> 12 Mother's Day 18 Armed Forces Day 20 Victoria Day (Canada) 27 Memorial Day - Obsv'd	<b>OCTOBER</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>MAY</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	<b>JUNE</b> 14 Flag Day 18 Father's Day	<b>NOVEMBER</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
<b>JUNE</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	<b>JULY</b> 1 Dominion Day (Canada) 4 Independence Day	<b>DECEMBER</b> S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

## FIRST SEMESTER

Aug. 16-17	In-service
Aug. 20	Recruitment Begins
Aug. 29, 30	New Employees
Sept. 3	Labor Day
Sept. 4-7	Employees-No Students
Sept. 10	First Day of School
Nov. 9	No School
Nov. 22, 23	Thanksgiving Recess
Dec. 24 -	Winter Recess
Jan. 4	
Jan. 25	End of First Semester

## SECOND SEMESTER

Jan. 28	Second Semester Begins
Mar. 29	No School
Apr. 1-5	Spring Recess
May 27	Memorial Day - No School
June 3	Last Day of School
June 4	No Students - Records Year End Closing

To determine daily pay rate, divide annual salary by 193 (186 work days plus 7 holidays).

# 1984 1985

JANUARY		JULY	
S M T W T F S	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
FEBRUARY		AUGUST	
S M T W T F S	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	S M T W T F S	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
MARCH		SEPTEMBER	
S M T W T F S	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
APRIL		OCTOBER	
S M T W T F S	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
MAY		NOVEMBER	
S M T W T F S	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
JUNE		DECEMBER	
S M T W T F S	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

## FIRST SEMESTER

Aug. 29, 30	New Employees
Sept. 3	Labor Day
Sept. 4-7	Employees-No Students
Sept. 10	First Day of School
Nov. 9	No School
Nov. 22, 23	Thanksgiving Recess
Dec. 24 -	Winter Recess
Jan. 4	
Jan. 25	End of First Semester

## SECOND SEMESTER

Jan. 28	Second Semester Begins
Mar. 29	No School
Apr. 1-5	Spring Recess
May 27	Memorial Day - No School
June 3	Last Day of School
June 4	No Students - Records Year End Closing

To determine daily pay rate, divide annual salary by 183 (176 work days plus 7 holidays).

[illegible]

SECOND SEMESTER	
Jan. 28	Second Semester Begins
Mar. 26,	Parent-Teacher Conf.
27	Evening
Mar. 28	A.M. Instruction
	P.M. Conf.
Mar. 29	No School
Apr. 1-5	Spring Recess
May 27	Memorial Day - No School
June 13	A.M. Instruction
	P.M. Records
June 14	No Students - Records
June 17	Summer Semester Begins
July 4, 5	No School
Aug. 23	Summer Semester Ends

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APPENDIX B-1 and B-2  
ANNUAL SALARY RATES

\*Appendix B-1      Effective September 1, 1982  
Appendix B-2      Effective September 1, 1983

A. K-12 BA Degree Salary Rates

<u>Step</u>	(B-1) <u>1982-83</u>	(B-2) <u>1983-84</u>
1	\$ 14,700	\$ 15,582
2	15,288	16,205
3	15,876	16,829
4	16,464	17,452
5	17,199	18,231
6	17,934	19,010
7	18,669	19,789
8	19,551	20,724
9	20,433	21,659
10	21,315	22,594
11	22,344	23,685
12	23,520	24,931

B. K-12 MA Degree Salary Rates

<u>Step</u>	(B-1) <u>1982-83</u>	(B-2) <u>1983-84</u>
1	\$ 16,170	\$ 17,140
2	16,905	17,919
3	17,640	18,698
4	18,375	19,478
5	19,257	20,412
6	20,139	21,347
7	21,168	22,438
8	22,197	23,529
9	23,373	24,775
10	24,549	26,022
11	25,872	27,424
12	27,195	28,827

C. 230 Work Day Schedule - BA Degree

<u>Step</u>	(B-1) <u>1982-83</u>	(B-2) <u>1983-84</u>
1	\$ 18,051	\$ 19,153
2	18,773	19,919
3	19,495	20,686
4	20,217	21,451
5	21,120	22,409
6	22,023	23,366
7	22,925	24,324
8	24,008	25,473
9	25,091	26,623
10	26,174	27,772
11	27,438	29,113
12	28,882	30,644

D. 230 Work Day Schedule - MA Degree

<u>Step</u>	<u>(B-1)</u> <u>1982-83</u>	<u>(B-2)</u> <u>1983-84</u>
1	\$ 19,856	\$ 21,068
2	20,759	22,025
3	21,662	22,983
4	22,564	23,942
5	23,647	25,090
6	24,730	26,239
7	25,994	27,580
8	27,257	28,921
9	28,702	30,453
10	30,146	31,985
11	31,770	33,709
12	33,395	35,433

E. Community Education 36 Week - BA Degree

<u>Step</u>	<u>(B-1)</u> <u>1982-83</u>	<u>(B-2)</u> <u>1983-84</u>
1	\$ 13,938	\$ 14,770
2	14,496	15,361
3	15,053	15,952
4	15,611	16,543
5	16,308	17,281
6	17,005	18,020
7	17,702	18,758
8	18,538	19,645
9	19,374	20,531
10	20,211	21,417
11	21,186	22,451
12	22,301	23,633

F. Community Education 36 Week - MA Degree

<u>Step</u>	<u>(B-1)</u> <u>1982-83</u>	<u>(B-2)</u> <u>1983-84</u>
1	\$ 15,332	\$ 16,247
2	16,029	16,986
3	16,726	17,724
4	17,423	18,464
5	18,259	19,349
6	19,096	20,235
7	20,071	21,269
8	21,047	22,304
9	22,162	23,485
10	23,277	24,667
11	24,531	25,996
12	25,786	27,326

G. K-12 Nurses Work Schedule (RN)

<u>Step</u>	<u>1982-83</u>	<u>1983-84</u>
1	\$ 13,818	\$ 14,647
2	14,112	14,959
3	14,406	15,270
4	14,700	15,582
5	14,994	15,894
6	15,288	16,205
7	15,729	16,673
8	16,170	17,140
9	16,611	17,608
10	17,052	18,075
11	17,493	18,543
12	17,934	19,010

F. 230 Day Work Day Schedule - Nurses (RN)

<u>Step</u>	<u>1982-83</u>	<u>1983-84</u>
1	\$ 16,968	\$ 18,004
2	17,329	18,387
3	17,690	18,769
4	18,051	19,153
5	18,412	19,536
6	18,773	19,919
7	19,315	20,494
8	19,856	21,068
9	20,398	21,643
10	20,940	22,217
11	21,481	22,792
12	22,023	23,366

\* The difference between 1981-82 salary rate and 1982-83 salary rate will be paid July 8, 1983.

I. Remuneration for Credit Beyond the MA Degree

1. MA + 10 semester hours	\$ 300
2. MA + 20 semester hours	400
3. MA + 30 semester hours	500
4. MFA	600
5. Specialist Degree or Candidate Degree	600
6. Doctorate Degree	900
7. MSW	600

J. Longevity Service & Training

1. Three Hundred (\$300.00) dollars shall be added to the annual salary at the beginning of the 17th year of service and continue every year thereafter. (Effective 1983-84 - \$600.00)
2. An additional three hundred (\$300.00) dollars shall be added to the annual salary at the beginning of the 22nd year of service and continue every year thereafter. (Effective 1983-84 - \$600.00)

3. An additional three hundred (\$300.00) dollars shall be added to the annual salary at the beginning of the 27th year of service and continue every year thereafter. (Effective 1983-84 - \$600.00)
4. An additional three hundred (\$300.00) dollars shall be added to the annual salary at the beginning of the 17th year of service (or any year up to twenty-one (21) years of service) or any year thereafter provided six semester hours have been completed by the employee within the previous five (5) years. (Effective 1983-84 - \$600.00)
5. An additional three hundred (\$300.00) dollars shall be added to the annual salary at the beginning of the 22nd year of service (or any year up to twenty-six (26) years of service) or any year thereafter provided six (6) semester hours have been completed by the employee within the previous five (5) years. (Effective 1983-84 - \$600.00)
6. An additional three hundred (\$300.00) dollars shall be added to the annual salary at the beginning of the 27th year of service or any year thereafter provided six (6) semester hours have been completed by the employee within the previous five (5) years. (Effective 1983-84 - \$600.00)

K. Mileage Reimbursement

1. Employees who, as a condition of employment, are required to travel during their work day shall be reimbursed per mile at the rate authorized by the formula stated below. Actual mileage will be determined by measurement from the first location (reporting site) to subsequent location(s) during a given day. The distance from the last location of the day to any other location the employee may travel shall not be included in the mileage.

The request for reimbursement must be on the forms provided by the Board and submitted not later than ten (10) working days following the end of each semester. Payment shall be in accordance with the rules and regulations of the Business Office.

2. Employees required to drive personal vehicles to locations outside of the District, except the Lincoln Campus, shall be reimbursed monthly for the round trip distance from the Grand Rapids City limits (nearest the employee's destination) to his/her destination or from the employee's home to his/her destination, whichever is the shorter except any employee living within the school district in which he/she is assigned is not eligible for this (#2) reimbursement.

3. Reimbursement shall be according to the following schedule:

Cost Per Gallon	\$ .80-.90	\$ .91 - 1.05	\$1.06 - 1.20
Reimbursement	17 ¢	18 ¢	19 ¢
Cost Per Gallon	\$1.21-1.35	\$1.36-1.50	\$1.51-1.65
Reimbursement	20 ¢	21 ¢	22 ¢

L. Calculation of Daily Pay Rate

When calculating the employee's daily pay rate, the annual salary shall be divided by the number of employee work days plus seven (7) holidays - Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas, New Years, Good Friday and Memorial Day (and July 4 for 230 day employees).



# APPENDIX C

A. Each percentage listed in this appendix is a percentage of the Bachelor, Step One (1) salary (see Appendix B-1 and B-2).

## B. Grand Rapids Secondary School Coaches' Salary Schedule

1. Position & Sport	1st <u>yr.</u>	2nd <u>yr.</u>	3rd <u>yr.</u>	4th <u>yr.</u>	5th <u>yr.</u>
Senior High School					
Assistant Athletic Director	15%	+ 2 hours released time			
Varsity Football	16%	17%	18%	19%	20%
Assistant Varsity Football	8%	9%	10%	11%	12%
Reserve Football	8%	9%	10%	11%	12%
Assistant Reserve Football	8%	9%	10%	11%	12%
Freshman Football	6%	7%	8%	9%	10%
Assistant Freshman Football	5%	6%	7%	8%	9%
Varsity Basketball	14%	15%	16%	18%	19%
Reserve Basketball	6%	7%	8%	9.5%	11%
Freshman Basketball	5%	6%	7%	8%	9%
Varsity Track	10%	11%	12%	14%	15%
Assistant Track	5%	6%	7%	8%	9%
Freshman Track	5%	6%	7%	8%	9%
Varsity Baseball/Softball	10%	11%	12%	14%	15%
Reserve Baseball/Softball	5%	6%	7%	8%	9%
Freshman Baseball/Softball	5%	6%	7%	8%	9%
Varsity Wrestling	10%	11%	12%	14%	15%
Reserve Wrestling	5%	6%	7%	8%	9%
Freshman Wrestling	5%	6%	7%	8%	9%
Varsity Swimming	10%	11%	12%	14%	15%
Assistant Swimming	5%	6%	7%	8%	9%
Golf	6%	7%	8%	9%	10%
Tennis	8%	9%	10%	11%	12%
Cross Country	8%	9%	10%	11%	12%
Varsity Volleyball	10%	11%	12%	14%	15%
Junior Varsity Volleyball	6%	7%	8%	9.5%	11%
Freshman Volleyball	5%	6%	7%	8%	9%
Varsity Gymnastics	10%	11%	12%	14%	15%
Reserve Team Gymnastics	5%	6%	7%	8%	9%
Hockey	8%	9%	10%	11%	12%
Soccer	6%	7%	8%	9%	10%

- Coaches will be placed on the foregoing schedule based upon their experience as coaches in the Grand Rapids Public Schools.
- Promotion within a sport - The coach shall move to the corresponding level commensurate with his/her experience in that sport as a coach in the Grand Rapids Public Schools.
- The first assignment as a coach in the Grand Rapids Public Schools will be at the first step in the above schedule, but the administration may grant up to three (3) years outside coaching experience.
- An assistant coach may be authorized by the Director of Athletics' Office provided the team has twenty-five (25) or more members. Such determination will be made annually.

### C. Cheerleading Coaches

1. <u>Position</u>	1st <u>yr.</u>	2nd <u>yr.</u>	3rd <u>yr.</u>
Varsity	8%	8.5%	9%
Junior Varsity	6%	6.5%	7%
Freshman	5%	5.5%	6%
Varsity-Junior Varsity Combination	10%	10.5%	11%
Junior Varsity-Freshman Combination	8%	8.5%	9%

2. A cheerleading coach who coaches cheerleaders for one (1) athletic season (fall or winter) will be compensated one-half (1/2) of the rates in C.1.

### D. Grand Rapids Middle School Coaching Salary Schedule

1. <u>Position</u>	1st <u>yr.</u>	2nd <u>yr.</u>	3rd <u>yr.</u>	4th <u>yr.</u>	5th <u>yr.</u>
Intramural/Ath. & Prog. Director	11%	12%	13%	14%	15%
Intramural Act. Coordinator	\$200/activity				
7th & 8th Grade Basketball	3%	3.5%	4%	4.5%	5%

2. Additional Intramural Activity Coordinators may be authorized when enrollment, facilities and program merit additional staff and are authorized by the Central Department of Athletics.

3. Seventh and Eighth Grade Cheerleading Coach      3%      3.25%      3.5%

### E. School Day Related Activities

*1. Director of Senior High Vocal Music, Band and/or Orchestra	9%
2. Coach of Debate	8%
3. Director of Forensics	5%
4. Senior High Dramatics Director - Senior High	7%
5. Other major events or activities as recommended by teacher and principal if approved by the Elementary or Secondary Director - \$100, \$200, \$300, \$400, \$500.	
6. Senior Class Advisor	14%
7. Junior Class Advisor	4%
8. Sophomore Class Advisor	4%
9. Freshman Class Advisor	4%
10. Department Head (See Article XII)	
11. Student Council - Senior High	7%
12. Student Council - Middle School	3%
13. Student Activity Director - Middle School	3%
14. Elementary Safety Sponsor	6%
15. Girls Athletic Association Sponsor - Coach	3%
16. Stage Manager - Senior High	4%
17. Stage Manager - Middle School (Where Authorized)	2%
18. Pom Pon Sponsor - High School	5%
19. Pom Pon Sponsor - Middle School	3%
20. Senior High yearbook without a class	8%
21. Senior High yearbook with a class	5%
22. Senior High newspaper without a class	6%
23. Senior High newspaper with a class	3%
24. Senior High yearbook and newspaper w/o a class	10%

25. Senior High yearbook and newspaper with a class	9%
26. Middle School yearbook without a class	6%
27. Middle School yearbook with a class	3%
28. Middle School newspaper without a class	4%
29. Middle School newspaper with a class	3%
30. Middle School yearbook and newspaper w/o a class	8%
31. Middle School yearbook and newspaper with a class	7%
32. Elementary Audio-Visual at the discretion of the Elementary Director	2%
33. BOEC	3%
34. DECA	3%
35. BOEC and DECA	5%
36. Special Olympics Coordinators/Coaches at the discretion of the Special Education Director	4%

\* to be paid to each employee who is assigned a 3/5 or more assignment in the areas listed.

#### F. Academic Extra Compensation

1. Consultants	
Special Education	10%
Spectrum	5%
Media	5%
2. Counselor	
Head	6%
Regular	3%
3. Elementary Team Leader	5%

#### G. Substitute and Overload Assignment

1. Employees who substitute shall be compensated at the rate of \$11.50 for 1982-83 and \$12.00 for 1983-84 per each extra hour taught or granted compensatory time credit as provided in Article XII, Section P.
2. Employees in the Secondary Schools who are assigned an overload of more than the normal twenty-five (25) classroom hours per week for supervision or control purposes shall be compensated at the rate of \$10.50 for 1982-83 and \$11.00 for 1983-84 per each extra hour.
3. Employees in the Secondary Schools who are assigned an overload of more than the normal twenty-five (25) classroom hours per week for instructional purposes shall be compensated at the rate of \$13.00 for 1982-83 and \$13.50 for 1983-84 per each hour taught.
4. Employees in the elementary schools who are assigned an extra duty for supervision or control purposes which exceeds the elementary work day as described in Article XII, Section I, shall be compensated at the rate of \$10.50 for 1982-83 and \$11.00 for 1983-84 per each extra hour.

#### H. Assignments Beyond the Work Day or Work Year

1. Each employee required to participate in curriculum committees as approved by the Instructional Council and/or the Deputy Superintendent for Educational Services shall receive per hour the following rates: \$9.50 for 1982-83 and \$10.50 for 1983-84.

2. Driver Education after school and summer, Adult Basic Education, Evening High School Completion Program and Summer School rates shall be as follows: \$11.50 for 1982-83 and \$12.00 for 1983-84 (These rates are per hour).
3. Each employee required to attend an in-service workshop shall receive a daily rate of \$35.00 for 1982-83 and \$37.50 for 1983-84.

I. Middle School Bookstore Manager Rates

<u>Category</u>	<u>Rates Per Student</u>	<u>No. of Students (4th Friday)</u>
Books	55¢	0 - 1,000
	30¢	1,001 - over
Supplies	25¢	0 - 1,000
	13¢	1,001 - over

A minimum annual rate shall be based on 500 students.

J. Nurse

Coordinator of Special Projects and program  
(at the discretion of Supervisor of Health).

2%

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